

Document	Document confirmation	A file index according to the plan of Documentation	Number of pages	Comments
Study Regulation of the Public Institution College of Social Sciences	Confirmed by the Order No.94 31-08- 2006 of the Director	3.27.	12	Valid from 01-09-2006
Study Regulation of the Public Institution College of Social Sciences	Confirmed by the Order No.V-69 12-08- 2008 of the Director	3.27.	12	Valid from 01-09-2008 The changes made: 1. Sub-clauses 19.3 and 19.4 of Clause 19 “Academic debt and their elimination” of Section V “The Study process”. 2. Clause 48 of Section “Student motivation and penalties”
Study Regulation of the Public Institution College of Social Sciences	Confirmed by the Order No.V-48 24-08- 2011 of the Director	1.35	18	Valid from 2011-09-01
Study Regulation of the Public Institution SMK University of Applied Social Sciences	Confirmed by the Order No.V-50 20-08- 2012 of the Director	1.35	19	Clause No.30 “ <i>Change in study funding</i> ” of the Regulation supplemented by sub-clauses 30.11, 30.12., 30.13., 30.14. Sub-clause 30.11. is given No. 30.15. Supplemented with information on study funding, when studying in a non-state funded place with study scholarship.

## PUBLIC INSTITUTION SMK UNIVERSITY OF APPLIED SOCIAL SCIENCES

### STUDY REGULATION

#### I. PURPOSE OF THE REGULATION

1. The Regulation sets forth the order and conditions of studies in SMK University of Applied Social Sciences (hereinafter – University), rights and obligations of students (unclassified students) of the University, regulates the relationships between them and the University.

#### II. CONCEPTS USED IN THE STUDY REGULATION

2. Concepts used in the Regulation correspond to the concepts used in the Law on Education and Studies of the Republic of Lithuania (Žin. (Official Gazette), 2009, No. 54-2140), Law on Education of the Republic of Lithuania (Žin. (Official Gazette), 2011, No. 38-1804) and in other legal acts.

**2.1. A graduate** – a person, who graduated from a study programme in a higher school and acquired a diploma witnessing qualification of a higher education.

**2.2. Academic debt** – is a non- taken or failed examination, credit, unimplemented practice or absence of the final assessment of a course unit after a free retake at the end of the studies of a course unit.

**2.3. Academic Board (AB)** – the highest institution of academic self-governance of the University.

**2.4. Appeal** – a written motivated request of a student to the Director to review the assessment of a course unit (module).

**2.5. Classroom work** –a contact work during lectures, seminars, practical activities and other group activities indicated in the schedule, under participation of teachers.

**2.6. Background acquired in professional higher education** – education acquired in Lithuanian higher schools after completion of college of higher education study programmes, according to which a qualification of higher education is granted or acknowledged as an equivalent education acquired in foreign education and study institutions in the order determined by legal acts.

**2.7. Diploma of higher education** – a document witnessing qualification of a higher education acquired by a person.

**2.8. Qualification of higher education** – qualification degree of a professional bachelor as well as qualification which is granted by a higher school in the order established by legal acts.

**2.9. General course units/modules of college studies** – course units (modules) developing world outlook and general erudition, forming the basis of general college education. General course units of college studies must be of another study field than the studied study programme unless legal acts of the Republic of Lithuania regulating study programmes determine otherwise.

**2.10. Periods of study** – a student learning in accordance with a part of a study programme in the same or another Lithuanian higher school or that of another state, providing knowledge or abilities which are assessed and confirmed by a certificate.

**2.11. College of higher education teacher** – a person educating and teaching students and unclassified students in a higher school.

**2.12. Differentiated credit** – a method of assessing student teaching/learning achievements while assessing student knowledge and abilities gained during a semester.

**2.13. Diploma** – a document witnessing the acquired qualification degree of a professional bachelor and (or) qualification, issued to a person, who graduated from a programme of higher education college studies.

**2.14. Diploma supplement** – a document corresponding to the model established by the European Commission, European Council and UNESCO/CEPES, supplementing a diploma of higher education with the documents necessary for international academic and professional acknowledgement, describing the essence and content of the completed studies and the system of the country's higher education and issued together with a diploma in both Lithuanian and English languages.

**2.15. Teaching** – a direct and indirect guidance of studies of the University students (unclassified students) and preparation for them. Teaching is divided into a contact work with the University students and unclassified students (hereinafter – contact work), non-contact work with the University students and unclassified students (hereinafter – non-contact work) and preparation for teaching.

**2.16. Examination** – a method of assessing student teaching/learning achievements in marks, used after completing the total or a part of studies of a certain course unit.

**2.17. Extern student** – it is a student or an unclassified student, independently studying in accordance with the study programmes of the University and who has signed with the University a contract on extern studies, on the basis of which s/he is allowed to take exams/credits without studying a course unit (module) during a semester.

**2.18. A good learner** – a student who does not have any academic debts and whose average of assessment of course units during a semester is not lower than the assessment “eight” in accordance with the system of the assessment of learning outcomes confirmed by the Government of the Republic of Lithuania or its authorized institutions.

**2.19. Dispute commissions** – commissions solving disputes among students and teachers, students and administration.

**2.20. A study programme of minor field** – is a smaller part of a study programme of two fields, for the studies of course units of a study field other than the granted qualification degree. Completion of a study programme of a minor field (branch) makes preconditions to start the main studies of the same or higher cycle in the study field, where the minor studies were completed.

**2.21. Individual study plan** – is an individual plan corresponding to student needs made on a motivated request of a student on the agreement of a head of department, which determines the layout of studied course units (modules) and tests during a semester. Individual study plans are confirmed by a head of an Academic Division.

**2.22. Part-time studies** – these are studies when theoretical and practical course units are studied during sessions independently and under consultation of teachers. Teaching/learning and examination of student achievements is organized not less than twice a year during sessions.

**2.23. Joint study programme** – a study programme prepared and implemented by at least two higher schools (the University and one or several partner higher schools). The purpose of a joint study programme – to provide opportunities for students to gain more knowledge and abilities than in a study programme implemented by a single higher school. Joint study programme stimulates student and teacher mobility, allows students to gain experience from studies and education in different countries and higher schools.

**2.24. Department** – an Academic Division, the main organizer and executor of studies and applied scientific research in the University, supervising study programmes.

**2.25. A system of cumulative assessment** – an order of accumulating the final mark of assessment of the achievements of a course unit (module) teaching/learning determined by a teacher at the start of teaching a course unit (module). A system of cumulative assessment allows to determine the final mark, consisting of the total of assessment marks, obtained during a semester (interim written works, laboratory and practical works during a semester, examination and etc.).

**2.26. Unclassified student** – a person studying separate course units (their groups) or in accordance with the programmes of an informal education.

**2.27. Competence** – an ability to perform a certain activity, based on the total of acquired knowledge, abilities, skills, moral attitudes.

**2.28. Contact work** – a direct teacher guidance of studies of students or unclassified students during lectures, seminars, practical activities, consultations, lab works, while assessing learning outcomes of studies verbally and etc. A contact work can be distant (implemented by means of e-studies). The length of contact work is measured in academic hours (45 min.).

**2.29. Course work** – an independent research and applied work of a student, done following methodical instructions prepared by a certain department on a course work preparation and defence.

**2.30. Informal studies** – learning, self-development or studies after completion of which a graduate is not issued a document recognized by a state, confirming the acquisition of education, its certain stage or a completion of a separate regulated module or qualification.

**2.31. Non-contact work** – an indirect teacher guidance of studies of students or unclassified students, while assessing learning outcomes of studies, consulting in written, correcting written works of studies or communicating otherwise in a non-real time.

**2.33. A normative study price** – an amount, showing the maximum amount of funds which can be allotted from an annual state budget for the study price determined by a higher school to pay for a state funded place of studies or an amount of study scholarship in a state non-funded study place with a study scholarship.

**2.33. Full-time studies** – the main studies when theoretical and practical teaching takes place during a day and after lectures students do independent works and demonstrate teaching/learning achievements during contact classroom work and in the places of practice.

**2.34. Study programme of a major field** – is a bigger part of a two field study programme for the studies of course units of a study field, the qualification degree of which is issued. Completion of a study programme of a major field allows a graduate to start his/her employment activity in accordance with the granted qualification. A student accepted to a study programme of a major field has the right to combine this study programme with any other study programme of a minor field (branch) of the University.

**2.35. Optional course units/modules** – are general college and study field (branch) course units/modules, which on the approach of the learning outcomes foreseen in a study programme, can change one another and are independently selected by students or unclassified students from the final list laid out in a study programme.

**2.36. The first cycle studies in the University** – are studies, after the completion of which a student has systematic knowledge and understanding of the latest achievements in the studied field; is able to apply them in professional activity; can formulate and substantiate the decisions of one's study field; is able to collect and interpret data of a study field which are necessary for solving important public, professional or scientific problems; is able to convey information, ideas, problems and decisions for specialist and non-specialist audiences; is a socially and publicly mature person; has sufficiently developed skills of independent learning necessary for employment activity and studies in another cycle.

**2.37. Practice** – is a part of studies during which knowledge, abilities and skills of a student are tested and developed during a practical professional activity. Practices can be teaching, cognitive, professional activities and etc.

**2.38. Compulsory course units/modules of studies** – are general course units/modules of college studies and study field (branch), necessary to achieve the learning outcomes foreseen in a study programme.

**2.39. Independent work** – are studies of a teaching, scientific and methodical literature, student work in groups not guided directly by a teacher, in laboratories, preparation of scientific research works, project implementation and another independent activity of a student allowing to develop general and professional competences determined in a study programme.

**2.40. Student** – a person, who signed a study contract with the University, registered in Student Register of the University and studying in accordance with a study programme.

**2.41. Studies** – a person's, who obtained at least secondary education, learning in a higher school in accordance with a certain study programme.

**2.42. Course unit** – is a separate field of the content of studies on the scientific research or applied approach, which is used in studies to develop general and/or professional competences, necessary for acquiring a qualification degree.

**2.43. Credit** – a unit of the volume of a course unit (module) which is used to measure learning outcomes and a student work time, necessary for achieving the foreseen learning outcomes of a course unit/module. Student work time is made up of contact work and independent work. During single studies 1600 hours correspond to 60 credits.

**2.44. Course units/modules of a study field** – are course units/modules to convey the special knowledge of the basics of a study field, to develop abilities and understanding, necessary to acquire qualification degree of the field and developing competences, necessary for an independent scientific applied or professional activity. These course units can also be of a different field (branch) than the study programme, according to which they are studied, but are essentially related to the learning outcomes aimed at by the programme.

**2.45. Study module** – a part of a study programme formed of one or several course units related in terms of content, having a defined goal and oriented towards the foreseen learning outcomes and a repeated number of credits.

**2.46. A time for independent work of students** – is a preparation for a contact work and implementation of other tasks indicated in study programmes without participation of teachers.

**2.47. Study contract** – a document signed by an authorized person of the University and a student or unclassified student, establishing an agreement between the parties, which describes the commitments of the University to provide with conditions for studies in accordance with a certain study programme or a part of it, and lays down the requirements for a student, determines study price and the order of payment.

**2.48. Study certificate** – a document of an established form, issued to a person who studied separate course units in the University or a cycle of course units, but who haven't fulfilled the entire study programme.

**2.50. Study programme** – the total of study content of a certain field, methods and material means, academic and professional staff needed during studies, and its description.

**2.51. Continuing studies** – studies to people, who studied in university studies and haven't finished them, who have a diploma of higher, special secondary education, high or professional school and/or a granted qualification and continuing studies in the University to raise one's qualification and improve professional skills.

### III. ADMISSION OF STUDENTS

3. The students and unclassified students of the University are admitted by the Director of the University.

4. Admission is organized in accordance with Admission Rules prepared in the University and confirmed by the University Director. Admission is organized and implemented by Student Admission Commissions confirmed by the order of the Director of the University in Klaipėda and Vilnius branches.

5. Persons having at least secondary education are accepted to the college studies. Age of entrants is unlimited. The order and terms of admission are confirmed by the Director of the University.

6. Unclassified students are admitted by the Director of the University in the order established by the Academic Board. Admission of unclassified students is organized by Admission Commissions.

7. Extern students are admitted to a higher course on the proposal of Admission Commission on the order of the Director. A proposal must indicate which study programme, course a student is admitted to and whether s/he has academic debts. If there are academic debts because of the differences in programmes, the terms for their elimination and study price are indicated in the study contract.

8. Additional language knowledge requirements can be set for those wishing to enter a joint study programme with foreign higher school(s).

9. The Director of the University signs study contracts with students and unclassified students for all the study period. The contracts determine the main terms for studies in the University and commitments of both parties. Tripartite contracts with certain institutions can be signed.

#### **IV. STUDY SYSTEM**

10. Studies in the University are implemented in accordance with degree study programmes or non-degree study programmes, included in the Register of Studies, Teaching Programmes and Qualifications. Degree study programmes implemented in the University are the first cycle professional bachelor study programmes. Non-degree study programmes are for acquiring a qualification or to prepare to an independent practical activity in cases and order determined by the Government or its authorized institution. The University issues a certificate confirming the acquired knowledge and abilities to those who have completed these programmes. The volume in credits of non-degree study programmes is determined by the Law on Education and Studies and other legal acts, study terms are determined in study contracts with unclassified students or in tripartite contracts with institutions, companies and organizations.

11. The first cycle study programmes are for developing general erudition, conveying theoretical basics of study field, and forming professional skills, which are necessary for an independent work. Higher education college study programmes are oriented towards preparation for a professional activity. After completion of these studies a professional bachelor degree of a certain study field is acquired or a professional bachelor degree and qualification, witnessed by a diploma of a professional bachelor.

12. Other study opportunities offered in the University are to develop or change a qualification, supplement the already acquired education or to accumulate credits in accordance with separately selected course units (modules). Having accumulated the number of credits comprising a qualification degree and having implemented the requirements of a study programme, a decision is made on the granting of a certain qualification degree in the order determined by the University.

##### **13. Study forms granting a degree are the following:**

13.1. full time studies;

13.2. part-time studies.

14. Education acquired by the studies of different study forms is equivalent.

15. The length of full-time studies – 3 years. Up to 45 per cent of the study time is for classroom work.

16. The length of part-time studies – 4 years. Part-time studies are organized in sessions. Lectures, practical activities and examinations are organized during session. Part-time studies can be implemented in a distant way as well.

##### **17. Study volume and duration.**

17.1. Study volume in the University is calculated in credits, which are used to measure learning outcomes and student workload. Learning outcomes measured in study credits are related to study

cycles and fields and precisely described in study programmes. A reference work volume of one credit of a student or an unclassified student is on average 27 hours.

17.2. The usual duration of studies is calculated in study years. The volume of one study year is 1600 hours.

17.3. The volume of the first cycle higher education college studies programme is not less than 180 and not more than 240 credits.

17.4. For students, unclassified students, who have implemented (fully or partly) one and who are implementing the second or the third study programmes of the University or other acknowledged higher schools, the study volume, on the proposal of heads of departments, can be reduced including a part of already acquired study credits. The proposal of the heads of departments is confirmed by the Director of the University.

17.5. The usual volume of one-year studies in full-time form is 60 credits and the volume of one semester is 30 credits. A student has the right to choose another volume of full-time studies as well, but it cannot be less than 45 credits year.

17.6. The usual volume of one-year studies in part-time form is 45 credits. A student has the right to choose another volume of part-time studies as well, but their duration in the period of studies cannot be more than one and a half time longer than the studies of usual duration of full-time form of the same programme.

17.7. Unclassified students of the University can choose study duration at their own discretion.

17.8. Students, who have completed the first semester of studies and who have presented a motivated request, on the approval of head of a department, can be allowed to continue studies in accordance with an individual study plan.

17.9. Study volume in study credits and the usual duration in years in accordance with study forms are indicated in study programmes.

## **18. Study programmes.**

18.1. Studies in the University take place in accordance with the study programmes confirmed by Academic Board of the University and registered in the order determined by the legal acts of the Republic of Lithuania.

18.2. Study programmes are made in accordance with study fields and branches confirmed by the Government of the Republic of Lithuania and are prepared and implemented following the descriptions of study fields.

18.3. Study programmes of the first cycle can be of major and minor study field (branch), double degree and joint.

18.4. Minor studies in the University are implemented in the order determined by the legal acts of the Republic of Lithuania and the University.

18.5. A study programme prepared and implemented by at least two higher schools (the University and one or several partner higher schools). Joint study programme is prepared and implemented following the contract of joint study programme implementation signed by the University and partner higher schools, which does not contradict the legal acts valid in the states of the University and partner higher schools. On the basis of academic mobility, at least 40 percent of the volume of a study programme has to be implemented (virtual mobility can make not more than 10 percent of them).

18.6. Persons who have graduated from the first cycle higher education college studies programme are granted a professional bachelor qualification degree of that field (branch).

18.7. Having completed the studies of two fields – major field and minor field selected by a student – a person is granted a professional bachelor degree of the major field (branch) and the minor field (branch).

18.8. Having completed a joint study programme, a joint qualification degree is granted in the order coordinated by the University and partner higher schools.

18.9. A study programme composition, content and volume (in credits) is the same for all study forms, though study duration in accordance with it and study methods (ways) can differ.

- 18.10. Study programmes consist of course units. Course units can be combined into modules.
- 18.11. According to content course units/modules are divided into general college and study field (branch).
- 18.12. Course units/modules of a study field (branch) are divided into the course units/modules of basics and course units/modules of a specialization.
- 18.13. Course units/modules of the basics make the basis of a study field education. Course units/modules of the basics can be offered as a minor study programme to the students of another study field/programme, aiming at double bachelor degree.
- 18.14. Course units/modules of specialization are for a deeper specialization in the same study field or its branch.
- 18.15. According to the type of selection, course units/modules are divided into compulsory and optional. The proportions of compulsory and optional course units in the study programmes of different fields and cycles are determined by the descriptors of study programmes.
- 18.16. Compulsory course units/modules make the basis of the selected study field education.
- 18.17. Study programmes foresee a possibility for students or unclassified students to select at their own discretion course units/modules, which essentially supplement the education of a selected (major and (or) minor) study field (branch). A student, not aiming at a deeper specialization in the main study field or a double degree, can choose optional course units/modules from the ones taught in the University or other recognized higher schools. Such course units/modules of another study field (branch) are called free.
- 18.19. Course units/modules in study programmes are taught in semesters, their volume in credits is indicated. Usually studies of every course unit/module end in examination.
- 18.20. Usually not more than 7 course units are studied in the University during a semester.
- 18.21. Student work hours of every course unit/module are divided into contact and independent work hours.
- 18.22. Contact work in the first cycle higher education college studies have to make at least 20 percent of all the volume of study programme and with a direct participation of teachers and students (non-distant contact work) – not less than 10 percent of the volume of a study programme.
- 18.23. A study programme must conform to the general and special requirements, the requirements determined in the descriptors (Regulations) of a study cycle, field (field group, area) if there are no special requirements confirmed.
- 18.24. During the period of a study programme accreditation, 20 percent of the course units of a major field indicated in a programme descriptor can be changed on the decision of the Academic Board of the University. The changes are announced in the University website.
- 18.25. Study programme is prepared by the working group of a study programme. Study programme is updated by the Study Programme (Programmes) Committee, which also takes care of its implementation and quality. The chairpersons of a Study Programme (Programmes) Committee, working group of a study programme preparation, the Study Programme (Programmes) Committee are confirmed by the Director of the University. The working group of a joint study programme preparation is confirmed by the Director of the University on the approval of Academic Board of the University. Representatives of social partners and students are invited to the working group of a study programme preparation, Study Programme (Programmes) Committee.
- 18.26. Study programme is prepared, discussed and presented to assessment in the order determined by the Academic Council of the University; assessed, accredited and registered in the order determined by the Ministry of Education and Science.

## **V. STUDY PROCESS**

### **19. Teaching language.**

- 19.1. The main teaching language is Lithuanian. A part or all course units/modules of a study programme can also be taught in another language, when:
- 19.1.1. Content of a study programme is related to another language.

19.1.2. Course units are taught by teachers from foreign higher schools.

19.1.3. Studies take place in accordance with joint study programmes or study programmes, after the completion of which a double qualification degree is granted and a part of these programmes is implemented in other countries, where it is not taught in the Lithuanian language or corresponds to the cases determined in clauses 19.1.1. or 19.1.2.

19.1.4. Studies take place in accordance with study programmes of other countries or in case of study exchange.

## **20. Academic calendar.**

20.1. Study year in the University starts on 1 September and ends on 31 August, including vacations.

20.2. Study year is divided into semesters and vacation periods. Study year is made up of two semesters – autumn and spring. If there is a need a summer semester can be organized as well. Autumn semester studies start on September 1 and continue until January 31. Spring semester studies start on February 1 and continue until June 30.

20.3. One week Christmas and Easter vacations and vacations after the exam session of an autumn semester are foreseen for full-time students. During summer students are given uninterrupted vacations of at least 2 months.

20.4. A calendar duration of a study semester is 20 weeks.

20.5. Academic calendar is planned for one study year and announced on the website of the University until June 20. The final schedules of autumn semester of a new study year are presented until September 10, and that of spring semester – until January 25.

20.6. Schedules of exam session are made in accordance with the suggestions of teachers and students and announced not less than two weeks before the beginning of a session. In accordance with separate requests students can have an individual exam schedule.

20.7. Academic calendar, lecture and exam session schedules are confirmed by the Director of the University.

20.8. The University provides students with a possibility (in exceptional cases) to take advance sessions. Students must present motivated requests and documents confirming them to the Department of Studies:

20.8.1. from November 1 to November 15 for a winter session,

20.8.2. from April 1 to April 15 for a spring session.

20.9. Students can take exams or differentiated credits:

20.9.1. winter session from December 1 to December 20,

20.9.2. spring session from May 10 to May 25.

20.10. A student, who obtained a permission to take an advance session, must pay a study fee for a semester. Only then the administrator of the Department of Studies issues him/her a mark sheet which must be presented by a student to the Department of Studies (winter – December 21, spring – May 26).

20.11. Students are not allowed to take advance session:

20.11.1. if they have academic debts,

20.11.2. if they have financial debts,

20.11.3. if they have missed 50 percent and more lectures,

20.11.4. if they do not have interim tests,

20.11.5. students of final year,

20.11.6. students, who have had a right of free attendance.

## **21. Registration to studies**

21.1. Registration of first year full-time students for autumn semester takes place from August 20 to September 10. Registration of first year part-time students for autumn semester takes place during the weeks of introductory lectures.



21.2. Students, who are not registered do not have a right to attend lectures, seminars, participate in any other contact work, take interim tests and examinations, they are not given access to the information resources for the studies of these course units.

21.3. Students, who have academic debts and permissions to continue session, are registered for the studies on another semester.

21.4. Students, who renew studies after a break or revising a course, must register to the studies of a semester one week before its beginning.

21.5. At the end of a semester students must register to the optional course units/modules of another semester and, to the course units/modules of minor studies if a student selects minor studies.

21.6. The final term for the registration to the studies of optional course units/modules for spring semester is December 1, and for autumn semester – May 1.

21.7. Optional and freely selected course units foreseen under a study programme are taught when the minimum number of the registered students in the studies is 15. In case of failure to form groups of this amount, individual studies of the course units are possible in the order determined by the University.

21.8. Students of the first study semester must register to the optional course units/modules during the first two weeks of the semester. A student in written informs the Academic Division, implementing these studies, on the decision to choose minor studies not later than one semester until the beginning of minor studies.

21.9. After the announcement of the final schedule of lectures, students have a right to sign out from the selected course units/modules and select others instead of them not later than during two weeks of the started semester. Signing out from the selected course units/modules and selecting others instead is allowed when:

21.9.1. schedule is not coordinated;

21.9.2. a person does not fall in the quota of students foreseen for the selected course unit/module;

21.9.3. administrations of Academic Divisions cancel the selected course unit/module.

21.9.4. less than 15 students select the course unit/module.

21.10. Before registering to the optional and free course units, students are allowed to participate in the introductory lecture of these course units directly or from a record. A decision on the form of an introductory lecture is made by the head of a department.

21.11. Registration to partial studies is implemented in the same or a simplified order as it is done to full-time and part-time studies. Persons, who have signed with the University a contract of a student, studying in extern, or an unclassified student, can register to partial studies.

21.12. Specifications of contents of study programmes related to registration to studies have to be implemented and confirmed by the Academic Board of the University until April 15, and the primary plans of pedagogical workload (tarification) of departments confirmed by the heads of Academic Divisions and presented to the administrators of the Department of Studies, responsible for the making of schedules, until June 30.

## **22. Semester studies**

22.1. Studies in the University are implemented in accordance with the schedules of full-time and part-time studies.

22.2. During the first lecture, a teacher of a course unit/module provides students with a detailed programme of a course unit/module, where s/he indicates the form, order of assessing knowledge and abilities during a semester and examinations, assessment criteria and test requirements.

22.3. The University guarantees material resources and the level of teaching for students, which are necessary in order to achieve the foreseen learning outcomes of course units/modules.

22.4. Students must study following the requirements of the programmes of the studied course units/modules. Attendance for full-time students is compulsory.

22.5. Before practice, a teacher, supervising the practice, presents a practice programme to the students, indicates goals of a practice as well as structure and criteria of practice assessment, gives

tasks for independent work. If practice is outside the University, the students sign a contract of practical teaching of a student of the University.

### **23. Assessment of learning outcomes**

23.1. The University applies a system of a cumulative mark to assess the learning outcomes of course units. The general assessment of the learning outcomes of course units is determined in accordance with the assessment strategy foreseen under the programme of that course unit. Learning outcomes are assessed when using a system of assessment by points. The University applies a ten point assessment system. The lowest positive mark is 5 (five).

23.2. The main method of assessing learning outcomes is an examination. In separate cases, when it is required by the specifics of a studied course unit, possible assessment is a differentiated credit. Course units are assessed in a predetermined time by the teacher who implemented a course unit/module. Examination and differentiated credit are in written.

23.3. Examinations of full-time students take place during exam session, differentiated credits – before exam sessions. Differentiated credits and examinations of part-time students take place during exam session. Under permission of the Director of the University assessment of learning outcomes can be done before the end of a semester (during an advance session).

23.4. During the assessment of studies and learning outcomes, students and teachers must follow the principle of an honest competition. For its violation, for cheating, plagiarizing, or academic dishonesty of any other form, a student or an unclassified student can be eliminated from the University as for the violation of academic ethics.

23.5. Other principles and order of the assessment of learning outcomes are determined by the order of the Assessment of Learning Outcomes of the University.

23.6. In case of failure of a student to arrive to an examination (a differentiated credit), the word “did not arrive” is written in mark sheets of examinations and differentiated credits next to the student’s surname.

23.7. A student, who is unable to come to an examination (differentiated credit) because of an illness or any other serious reason, can ask to transfer exam session or a test to a later time. A student or his/her authorized person must inform the administrators of the Department of Studies of Academic Division about the reason for not coming to an examination (differentiated credit) in three days after the date of examination or a credit foreseen under the schedule and present a relevant document.

23.8. If a teacher, who taught the course unit/module is not able to assess learning outcomes because of an illness or any other serious reason, the Director of the University, on the proposal of a head of department, appoints another teacher or forms a specialist commission of that area.

23.9. A student, who disagrees with the assessment of an examination (differentiated credit), has a right, in no later than one day after the announcement of the assessment of an examination (differentiated credit), to apply to the Appeal Commission of the University with a motivated letter. The filing of an appeal, the order of its analysis are regulated by the provisions of the Appeal Commission. Until the Appeal Commission has not provided its decision, no decisions, related to the learning outcomes under consideration, are valid.

23.10. Students, who studied in foreign partner institutions in accordance with international exchange programmes and who do not agree with the inclusion of learning outcomes in the University, have a right in five days to apply in written to the Department of International Relations and ask to form a commission for the revision of the inclusion of learning outcomes. A commission of three teachers, one of whom is a head of a department, is appointed on the order of the Director.

23.11. During all the time of studies a student can retake examinations in no more than two course units not later than 2 months before the defence of the final work (project).

23.12. One year a department keeps the assessed written works of students: final theses, tasks of the final exam, practice reports and practice day-books, course works. After a year these works are kept as it is indicated in the plan of the University documentation. Teachers keep the assessed works of students one semester.

## **24. Academic debts.**

24.1. Positive assessments of the learning outcomes of course units/modules of a semester not obtained on the determined time are considered an academic debt of a student. A student must eliminate academic debts until the beginning of another session.

24.2. For the retaking of examinations (differentiated credits) or elimination of academic debts, the Department of Studies issues permission of an established form – a sheet of academic debts, the validity of which – one month. The accounting of elimination of academic debts of students is implemented by the Department of Studies of a certain Academic Division of the University.

24.3. A student has a right to one time retake an examination or a credit assessed in a negative mark free of charge without revising the studies of a course unit/module. This condition is not applied if a student does not come to an examination (a differentiated credit) without a serious reason or if s/he is not allowed to take an examination (differentiated credit) until the beginning of a session

24.4. In other cases it is allowed to eliminate academic debts or to retake an examination (a differentiated credit) after paying a fee of an established amount for the credits of a course unit/module. In case of failure to pass a revised test of a course unit/module a student or an unclassified student has a right to revise it once free of charge. A student can once retake a failed examination (differentiated credit) during the first two weeks of a new semester and the student, for whom the taking of an examination (a differentiated credit) was postponed – not later than in two weeks calculating from the end of the postponed term.

24.5. Students, who have 3 or more academic debts are not moved to a higher course. On the request of a student s/he can be granted a right to revise a course. A student who hasn't accounted for academic debts on time and who has more than 3 of them, on his/her own request can be transferred to the unclassified students of the University. Having eliminated academic debts as an unclassified student, such a person, under the conditions determined by the University, can be returned to the lists of students.

24.6. Students, resuming studies, changing study programme and/or form, must eliminate academic debts, formed because of a change of a study programme or form, not later than two weeks before the beginning of another exam session.

24.7. Part-time students must eliminate academic debts until the beginning of another session.

24.8. Final year students, who have academic debts, are not allowed to defend the final thesis in a department.

24.9. Final semester students, at the end of one-but-the-last term of retaking exams (differentiated credits) of a study semester and at the end of the term of taking exams (differentiated credits) of the last study semester, having academic debts in not more than 2 course units, may be allowed by the Director of the University to retake certain exams (differentiated credits) one more time until the beginning of final theses defence.

24.10. Schedules of academic debt elimination are made by study administrators of Academic Divisions and confirmed by the head of Academic Division. Schedules are announced on the first week after session.

24.11. Students, who failed to eliminate academic debts can:

- be eliminated from student lists;
- on their own request get a permission of the Director of the University to revise the studies of certain course units/modules.

24.12. For students, resuming studies after a break longer than six years, the terms of the validity of the assessments of learning outcomes are determined by the Committees of Study Programmes and confirmed by the Director of the University.

24.13. In order to improve learning outcomes, during all the study time a student can retake exams of not more than two course units and not later than 1 month before the beginning of the defence of a final thesis.

## **25. Coordination of different study programmes.**

25.1. Students, studying in degree study programmes can coordinate them with non-degree or other studies. Those who wish can simultaneously study in different degree study programmes. Students are accepted to every study programme on the general order.

### **26. Study record:**

26.1. Study record in the University is implemented in the SMK Academic Data Basis (SMK ADB). Study record documents are a mark sheet of examinations or differentiated credits, a journal of registering course works and final theses, a sheet of academic debts. Study record control is implemented by the Study Administrators of Academic Divisions.

26.2. Study record is done by the Department of Studies of Academic Division. Study record documents are filled by the teacher (Chairman of Assessment Commission) assessing learning outcomes in the order determined by the University.

26.3. Entries in the assessment of learning outcomes are made in record documents during a semester and during exam sessions as well as during assessment of other learning outcomes.

26.4. A student must bring to examinations or differentiated credits a document proving his/her identity and present it to the teacher supervising examination or an exam administrator on his/her request. Having retaken an examination or a differentiated credit, students give the sheet of academic debts to the Department of Studies of an Academic Division.

26.5. Assessments of examinations and differentiated credits are written in a digit (a mark) and in words (in brackets). Both positive and negative assessments are written into mark sheets and sheets of academic debts.

26.6. Entries in the documents of study records are valid if they are clear, without any corrections, confirmed by the signature of the teacher who assessed learning outcomes. If a teacher makes a mistake when making an entry in the documents of study record, he applies to the Department of Studies of an Academic Division and makes corrections in a record documents. Administrators of the Department of Studies confirm the correction with an entry “a valid correction”, a signature and a seal of the Department of Studies. Disputable cases are analyzed by Dispute Commission.

26.7. Teachers must present mark sheets of examinations and differentiated credits in 3 working days after the examination (differentiated credit) to the Department of Studies of an Academic Division.

26.8. At the end of a semester the Department of Studies prepares a summary of academic performance of student groups in accordance with the entries of teachers.

26.9. On the request of students (unclassified students) in the order determined by the University they are issued academic certificates on the course units studied in the University.

## **VI. ACADEMIC MOBILITY**

27. Academic mobility includes the change in a study programme of a student and an unclassified student, the change in a study form and method, the change in study funding and organization of partial studies.

### **28. Change in a study programme**

28.1. A change in a study programme of the same study area in the same or another higher school without changing a type of the study programme (university, higher education college studies) is possible not earlier than at the end of the first semester of the first study year.

28.2. A student or an unclassified student, wishing to change study programme, must finish a semester without academic debts and apply in written to the Director of the University not later than 10 days before the start of a new study semester. The request to allow the changes in a study programme must indicate the studied and the wished to be studied programme as well as presented documents, necessary for including learning outcomes.

28.3. Responsible administrators of the Department of Studies of an Academic Division informs the student, changing a study programme, about the agreement or disagreement to accept or transfer him/her not later than in 5 working days after the submission of a request.

28.4. A student, changing a study programme, after receiving an agreement to study in accordance with another study programme in the same or another higher school, in 3 working days informs on this the division administrating studies of a higher school to be changed.

28.5. The requirements of a certain part of a programme are considered to be essentially implemented if the number of unstudied course units/modules (failed examinations or credits) is not more than the volume of 15 credits. Such differences in programmes are allowed to be eliminated in one year. These differences are not considered to be academic debts.

28.6. The formalization of change in a study programme is done while terminating the present study contract and signing a new study contract and if a higher school is not changed – while amending the present contract.

### **29. A change in a study form and method**

29.1. Advanced students can be transferred from one study form into another in four weeks after the start of a semester. When transferring students from one form into another an order of the Director of the University is prepared.

29.2. A student or an unclassified student can change the study methods of his/her study programme or choose to study in more than one method. Study method is changed on the consent of the Director of the University.

29.3. An unclassified student of distant and other studies can be accepted to state non-funded full-time and part-time studies after obtaining from a selected study programme at least 45 credits.

29.4. An unclassified student submits to the head of an Academic Division a request on the transfer to the studies of a selected programme. The head of an Academic Division, having coordinated the selected study programme with the head of the implementing department, makes a decision on the inclusion of course units/modules and their correspondence to the requirements of a study programme. The order on an acceptance of a person to the first cycle studies is signed by the Director of the University.

### **30. A change in study funding**

30.1. A student, whose first cycle studies are state funded, at the end of study year, after exam session, lose state funding for studies, if the average of the learning outcomes of a corresponding period is by more than 20 percentage points lower than the weighted average of the learning outcomes of a corresponding period of the students of the same course of a corresponding study programme and form of the University. A student, who lost state funding must pay for studies the study price determined by the University in the year of his/her acceptance and his/her state funded place is taken by a student, who learns best in a state non-funded place and implements the requirements foreseen under the clause 28.6.

30.2. For the comparison of a state funded student and learning outcomes of a course, first of all the weighted average of learning outcomes of every study semester is calculated and after that the overall average of learning outcomes of one study year is derived.

30.3. If a state funded student has an academic debt during the comparison of learning outcomes, when calculating his/her weighted average of learning outcomes it is considered that his/her average of learning outcomes of the study semester in which a person has an academic debt, equals zero. When calculating the average of learning outcomes of a course, it is considered that only the final assessment of that course unit where a student has an academic debt equals zero. The average of learning outcomes of a state funded student calculated this way is included when deriving the overall average of the same course of a corresponding study programme and form.

30.4. When a student has academic debts due to an illness, disability or other justified reasons, the comparison of his/her learning outcomes is decided by the commission formed by the Director of the University, which also includes a representative from Student Representation of the University;

30.5. If the period of a student studies in a state funded place does not coincide with the period of a study programme implementation (for the inclusion of the learning outcomes of partial studies, academic vacations or any other reason), the weighted average of the learning outcomes of the course of the last year of that programme and the period of factual studies of a student in a state-funded place of one year are compared.

30.6. A student who has lost state funding is made an opportunity to study from the next semester in a state non-funded study place, paying a study price determined by the higher school in the year of his/her acceptance.

30.7. When a student loses state funding, the vacant state funded study place is occupied by a state non-funded student of the same course of the study programme and form, who, at the time of the comparison of learning outcomes, learns best, but from the term of the amended contract coming into force must pay the difference in a study price, formed between the normative study price and the study price determined by the University in the year of his/her acceptance.

30.8. Having eliminated from the University a student who studied in a state-funded place or if s/he stops his/her studies, except the cases, when a student changes in study programme in the same study area, a student, studying in a state non-funded study place in the same course of the same study programme by way of competition is transferred to the vacant state funded study place (except students indicated in Article 72 of the Law on Education and Studies), but from the term of the amended contract coming into force must pay the difference in a study price, formed between the normative study price and the study price determined by the University in the year of his/her acceptance.

30.9. Review of study funding is carried out in two weeks after the end of a semester.

30.10. When there are two or more candidates, whose weighted average of marks is the same, to the vacant state funded study place, the state funding is given to the student, whose weighted average of the previous semester is higher. If the weighted average of marks again coincide, the weighted averages of even earlier semesters are taken into account. If all weighted averages of the previous semesters coincide, entrance competitive mark is taken into account.

30.11. For students, studying in a state non-funded study place with a study scholarship, the payment of a scholarship can be terminated if at the end of a study year, the average of the learning outcomes of a student is lower than the average of the learning outcomes of students of the same course of the corresponding study programme and form of the University.

30.12. A student who lost a study scholarship is made an opportunity to study from the next study semester in a paid study place, paying the study price determined by the University in the year of his acceptance. If a student agrees to study in a paid study place, his signed study contract is amended.

30.13. Payment of study scholarship is suspended when a student takes academic vacations. When a student is back from academic vacations, the payment of study scholarship is resumed.

30.14. Having lost a scholarship, having taken academic vacations, having changed a study programme a student must inform in 5 working days inform in written State Studies Foundation about the changes. In case of a failure to inform on time about changes or having for other reasons overpaid funds of study scholarship, a student must return to the State Studies Foundation in 30 calendar days.

30.15. Changes in the funding of studies are determined by the Law on Education and Studies and its secondary acts; organization of payment for studies – he founder of the University.

30.16. When encouraging the study internationalization, advanced students, that is those who do not have academic debts, can be sent to partial studies to the higher schools of other countries or Lithuania in accordance with international, intercollege, and other cooperation contracts and student exchange programmes, based on the conditions of cooperation contract or student exchange programmes, or allowed to take partial studies as freely moving students in an independently chosen recognized higher school. Students of recognized higher schools of other countries can implement a part of their study programmes in the University in accordance with student exchange programmes, cooperation contracts or as freely moving students.

30.17. The total duration of partial studies in other higher schools cannot exceed 50 percent of the total duration of a study programme, unless legal acts or contracts indicate otherwise.

30.18. All students taking partial studies before the beginning of studies must sign a tripartite contract of partial studies with the University and the accepting higher school, which coordinates the part (content) and volume of a study programme corresponding to a study field and cycle.

30.19. All students of partial studies have to account for studies in the accepting higher school. Successfully finished partial studies are registered in the University without any restrictions if no violations of a tripartite contract of partial studies are determined.

30.20. Students, who partly implement a contract of partial studies are set a term by the head of a department and what course unit(s) a student must attend in the University. Students, who failed to implement a contract of partial studies continue studies in the semester when they left and must revise course units in another study year after paying a fee for the credits of the revised course units. If during the student's partial studies study conditions (the volume of study programme, its content, payment for studies) changed, student, who comes back to revise studies, signs a new contract.

30.21. Student international mobility for partial studies in accordance with exchange programmes or other cooperation contracts are organized by the International Relations Department of the University based on the conditions of student exchange programmes and cooperation contracts.

30.22. During the period of partial studies in another higher school study funding does not change until information is obtained on their learning outcomes in another higher school.

30.23. Freely moving students, who independently choose another higher school, in their personal funds cover all costs of their studies in another higher school, as well as travelling costs and costs of living in foreign countries.

## **VII. SUSPENSION, TERMINATION AND RESUMPTION OF STUDIES**

31. Studies are terminated:

- 31.1. after the end of a study contract;
- 31.2. on the request of a student (unclassified student);
- 31.3. after elimination of a student (unclassified student);
- 31.4. when a student changes a study programme;
- 31.5. when studies become impossible for other objective reasons.

32. If a student (an unclassified student), who does not have academic debts temporarily cannot continue studies for important reasons, the Director of the University can allow to suspend studies for not longer than one year. At the end of the period of study suspension of a student and having presented documents, which prove that there are objective reasons to continue the suspension of studies, it can be extended. Students come back to continue studies to the semester where s/he suspended them. If during the suspension of studies study conditions (the volume of study programme, its content, payment for studies) changed, student, who comes back to continue studies signs a new study contract.

33. If a student (unclassified student) unable to continue studies for an illness, pregnancy or child care presents documents proving it, s/he is given academic vacations. Academic vacations are given for no longer than one year and not more than twice during all the study time, except the cases of an illness, pregnancy and child care.

34. Academic vacation is given by the Director of the University. The length of academic vacation is calculated from the day of the order to give them. Students, who were given vacation in the first semester, come back to the first semester.

35. Students, who study in a state funded study place or a state non-funded study place with a study scholarship, the study funding during academic vacation is suspended and continued again on the resumption of studies. A student status and the nature of funding are maintained during academic vacation but no longer than two years.

36. A student (unclassified student) is eliminated:

- 36.1. for academic failure;
- 36.2. for dishonesty during studies or during the assessment of learning outcomes (cheating, plagiarizing and etc.);
- 36.3. for the failure to fulfill financial obligations for the University;
- 36.4. if s/he does not register after academic vacation or study suspension, to revise a corresponding course one week before the start of a semester;
- 36.5. for violations of a Statute of the University, Rules of Internal Order;

36.6. for the violation of the laws of the Republic of Lithuania (cannot continue studies for the enforceable court decision and etc.).

37. A student (an unclassified student) is eliminated by the Director of the University.

38. Eliminated students, wishing to get an academic certificate about the studies on the University, must:

- return all the books to the library;
- eliminate financial debts;
- return a student card to the Department of Studies;
- settle with a dormitory.

A student must pay for an academic certificate.

39. Studies can be resumed if during the period of their termination the study programme that a student (an unclassified student) studied, has not changed essentially and if the terms of the validity of the assessments of learning outcomes determined by the Academic Board of the University has not ended.

39.1. It is allowed to eliminate the differences (not more than 15 credits) formed because of an unessential change in a programme in one year from the resumption of studies. These differences are not considered to be academic debts.

39.2. The learning outcomes/modules of a non-essentially changed study programme, the examinations and differentiated credits of which must be taken (retaken) when resuming the studies in that programme, are determined by the head of a department.

39.3. Additional conditions for resuming the studies terminated on the request of a student can be determined. They are confirmed by the Director of the University.

39.4. Having presented a request to the head of an Academic Division of the University, studies are resumed from the date indicated by the head of an Academic Division.

## **VIII. COMPLETION OF STUDIES**

40. A graduate of the University is considered to be a person, who has implemented all the requirements of the study programme granting a degree.

41. The graduates of the University, who implemented all the requirements of the selected study programme, are granted a professional bachelor's degree or a professional bachelor degree and a professional qualification of a corresponding study field (branch) and are issued a professional bachelor diploma and a diploma supplement. A diploma supplement is an inseparable part of a diploma, a document supplementing a diploma, giving information on the content of the acquired higher education. Having granted a qualification degree, persons are checked out from student lists.

42. A person, who graduates from a joint study programme of different countries, is granted a single document witnessing the qualification of higher education of higher school partners or two or more national documents witnessing the qualification of a higher education, issued in the order determined by the legal acts of two more higher school partners, as well as the country of every higher school partner. A person, who graduated from a joint study programme implemented only by the higher schools of Lithuania, are granted one document witnessing the qualification of a higher education.

43. Students and unclassified students, who studied in the University the selected course units/modules, but who didn't implement all the programme, are in the order determined by the University granted an academic certificate, which indicates all the passed course units/modules, their volumes and assessments.

44. Study programme is finished by the assessment of the competence of a graduate during the defence of a final thesis (project) and final examination (when it is determined in the normative legal acts).

45. To assess the learning outcomes of the end of studies (and to grant a professional qualification if it foreseen in the legal acts) a qualification commission of at least 5 persons is made every study year on the order of the Director. At least half of the members of a commission is made of the representatives of employers, one of whom is assigned a chairperson of the commission. The



meetings of qualification commissions are recorded. They are signed by the chairperson of the commission and its members. The minutes are kept in the archive of the University.

46. The topic of a final thesis (project) is selected by a student, who coordinates it with the department and the head of the final thesis.

47. The title (topic) and the supervisor of a final thesis (project) is confirmed by the head of a department on the proposal of a department not later than in 10 working days after the beginning of the final practice of professional activity.

48. The structure, volume, order and terms of preparation and defence of a final thesis (project) are regulated by the methodical instructions of preparation of final theses (projects).

49. If a final examination is also taken:

49.1. Tasks for a final examination are in written prepared by a group of teachers, made on the order of the Director of the University on the proposal of the committee of a study programme or a corresponding department; examination tasks are approved by the chairperson of qualification commission.

49.2. The final examination is in written or in both written and verbally; if it is required by the task, a demonstrated practical work can be done during the examination.

50. Only students, who have implemented all the requirements of a study programme can defend a final thesis (project) and take a final examination and only on the time indicated in a study schedule.

51. A student, who passed all examinations and credits of course units and who obtained assessments not lower than “good” and whose weighted average of the assessments of learning outcomes is not lower than 9,0 as well as whose final thesis (project) and final examination are assessed “very good” or “excellent”, are granted a diploma “with honours”.

52. The graduates must in the order determined settle with the University:

52.1. return all the books to the library;

52.2. eliminate financial debts;

52.3. return a student card to the Department of Studies;

52.4. settle with a dormitory.

53. For students, who for important reasons (an illness, a birth, an accident, a death of a close family member) are not able or were not able to prepare and defend a final thesis (project) on the foreseen time, and to take a final examination, if it is planned, on their request, on the order of the Director of the University the defence of the final thesis (project) and the final examination can be postponed till another meeting of the qualification commission. If during that time differences in study programmes occurred, they must be eliminated one month before the beginning of a repeated defence (preparation) of a final thesis (project) and/or taking of an examination. In this case students do not pay any fees.

54. Students who failed to prepare a final thesis (project) on the set time, who failed to come to the defence of a final thesis (project) (and/or final examination) without a serious reason, and who failed to defend the final thesis (project) (and/or who failed a final examination) are eliminated from student lists. On the request of these persons they can be allowed to repeatedly prepare, defend final thesis (project) (and/or take final examination), but not earlier than in one year. These persons:

54.1. if a study programme has not changed during that time, pay the payments determined by the Founder of the University for a repeated preparation of a final thesis (project) (and/or repeated taking of a final examination);

54.2. if during that time difference in study programmes occurred, must eliminate them, i.e. study the course units which occurred for a difference in study programmes and get assessments of these course units. Students pay a determined study price for the studies of course units and payments for a repeated preparation of a final thesis (project) (and/or a repeated taking of a final examination).

55. The eliminated students, wishing to repeatedly prepare and/or defend final thesis (project) (and/or take final examination), must make a request during the first month of the last study semester on the permission to prepare and defend final thesis (project) (and/or take final examination).

## **XI. RIGHTS AND OBLIGATIONS OF STUDENTS**

56. Students have a right:

57.1. to gain education in a study programme indicated in a study contract, corresponding to the volume and quality standards defined in this Regulation, the Statute of the University of Applied Social Sciences and laws and legal acts of the Republic of Lithuania;

58.2. to study in accordance with an individual study plan, extern, following the order determined by the Academic Board;

58.3. to study in accordance with more than one study programme or other course units in the University or another higher school;

58.4. to assess the quality of teaching course units and provision of studies;

58.5. to choose teachers if the same course unit is taught by several teachers;

58.6. to offer own topic of a final thesis or choose from the topics offered by a department;

58.7. to account for the achieved learning outcomes in alternative ways if a student is disabled and this is the reason why s/he cannot account in the determined order and the method of alternative accounting ensures that the aims of assessment of the foreseen learning outcomes will be achieved;

58.8. to apply to the administration of the University, in order to register the learning outcomes achieved during studies in the University or another Lithuanian or foreign higher school;

58.9. to apply to the administration of the University or Academic Division, Dispute Solving Commission on the violations of rights and legal interests;

58.10. to obtain a professional bachelor diploma confirming the implementation of the requirements of a selected study programme, corresponding to the volume and quality standards defined by normative documents;

58.11. to change study programme and form, method, to suspend and resume studies;

58.12. to participate in international academic exchange programmes;

58.13. to use the teaching methodical and scientific literature and material as well as technical resources necessary for the implementation of a study programme and available in the University; as well as use premises of the University designated for studies, cultural life and rest;

58.14. to get all the information related to studies;

58.15. without violating rights of other persons, to assess the quality of a study programme and its realization, to offer include into a study programme new course units/modules; to apply to the administration of an Academic Division and if it is necessary, to the administration of the University, on the issues of the assessment of learning outcomes;

58.16. to get all the necessary information about the internal order of the university, safe methods of doing practical activities, laboratory works;

58.17. to freely express one's ideas and attitudes;

58.18. to get social and material support in the determined order;

58.19. to participate in the management bodies of the University;

58.20. to elect Student Representation, heads of groups and be elected;

58.21. to freely join other associations in the order determined by the Law of the Republic of Lithuania on Associations;

58.22. to freely join clubs, circles, public organizations of students;

58.23. to participate in a scientific research, technical creative, art activity;

58.24. to sign contracts with future employers, to get their scholarship.

59. Obligations of the students of the University:

59.1. to study hard;

59.2. to fulfill obligations foreseen in study contracts;

59.3. students must attend lectures, practical activities, do practices foreseen in a study programme (except persons, studying in accordance with individual study plans or extern);

55.4. to do tasks foreseen under a study programme;

55.5. to implement legal requirements of the teachers of the University, decisions of self-government institutions, orders of the Director;

55.6. to pay study price on a determined time, to fulfill other financial obligations to the University;

55.7. to follow the Law on Education and Studies of the Republic of Lithuania, the Code of Academic Ethics, the Statute of the University of Applied Social Sciences, other legal acts and the Rules of Internal Order of the University;

55.8. to implement the decisions of the administration of the University and Academic Division;

55.9. to follow the rules, instructions of internal order in classrooms, labs determined by the University and the normative legal acts regulating safety;

55.10. to be responsible for one's illegal activities (omission), which caused damage to one's or other persons' health, property;

55.11. to respect the members of academic community of the University, administration and other employees, to properly represent the University in public life.

## **XII. INCENTIVES AND PENALTIES FOR STUDENTS AND (UNCLASSIFIED STUDENTS)**

56. Those students and unclassified students, who distinguish in academic, creative, public or sports life of the University can be given incentives, and those students and unclassified students, who violate this Regulation, other legal acts of the University and/or rules of academic ethics – penalties.

57. The following incentives can be given to students and unclassified students:

57.1. praise;

57.2. gratitude;

57.3. a diploma witnessing science, creativity and sports achievements;

57.4. a gift,

57.5. a scholarship (only to students).

58. For the violation of student obligations, a Director, on the proposal of the head of an Academic Division, not later than in one month after the determining of the violation can give such disciplinary penalties:

58.1. reprimand;

58.2. a strict reprimand;

58.3. elimination from the University.

59. The following penalties are designated for academic dishonesty of students:

59.1. For cheating during interim written tests (colloquium) – an interim written test is not assessed;

59.2. for plagiarizing independent works (written works, abstracts and etc.) – the work is not assessed;

59.3. For cheating during credits and exams – credits and exams are not considered (are assessed unsatisfactory). Students take credits and examinations repeatedly with a paid sheet of an academic debt;

59.4. For plagiarizing course works – a course work is not considered. The course work is rewritten and presented repeatedly with a paid sheet of an academic debt;

59.5. For plagiarizing final thesis – it is not allowed to defend the thesis in public. Students can write and defend final thesis (on another topic) following the order indicated in clauses 51 and 52 of the Regulation.

60. If a disciplinary penalty is imposed on a member of student representation of the University or an Academic Division, an agreement of the student representation must be received, except the cases when a disciplinary penalty is imposed for a failure to implement the requirements of a study programme. If student representation of the University or an Academic Division does not agree with

the imposing of the penalty, the disciplinary penalty on the member of a representation can be imposed on the decision of the Academic Board.

61. For the failure to fulfill student obligations, a payment of a scholarship of a student can be suspended or terminated on the order of the Director.

62. Information about incentives and penalties is recorded in a personal file of a student. Students and unclassified students are eliminated for the University by the Director. Other penalties and incentives are designated by the Director on the proposal of the heads of Academic Divisions. These orders are announced publicly.

63. A student or an unclassified student, who disagrees with the designation of a penalty or an incentive, has a right in no later than three working days for the announcement of a penalty or an incentive to apply to the Dispute Solving Commission of an Academic Division of the University.

## **XII. THE REGULATION COMING INTO FORCE AND AMENDMENTS**

64. This Regulation, its amendments are confirmed in the Academic Board of the University (hereinafter – AB). Amendments of the Regulation can be initiated by departments, teachers, SMK Student Representation. Proposals are presented to the chairperson of the AB and considered in the closest AB meeting.

65. Until the additional documents, regulating studies, mentioned in this Regulation are not confirmed, in corresponding cases the earlier editions of the Regulation and documents supplementing them in the determined order are valid.

66. The Regulation shall come into force after announcing it on the order of the Director of the University.

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