

**LITHUANIAN UNIVERSITY OF HEALTH SCIENCES  
REGULATION OF STUDIES**

# CONTENTS

CHAPTER I GENERAL PROVISIONS .....	4
CHAPTER II ADMISSION OF STUDENTS AND LISTENERS TO THE UNIVERSITY .....	9
CHAPTER III RIGHTS AND DUTIES OF STUDENTS AND LISTENERS .....	11
CHAPTER IV RESPONSIBILITIES OF OTHER PARTICIPANTS IN THE STUDY PROCESS .....	13
CHAPTER V SYSTEM OF STUDY .....	15
SECTION ONE STUDY CYCLES AND FORMS .....	15
SECTION II THE SCOPE AND DURATION OF STUDIES .....	15
SECTION III THE STUDY PROGRAMME .....	16
CHAPTER VI FINANCING OF STUDIES .....	17
SECTION I GENERAL PROVISIONS .....	17
SECTION II THE PROCEDURE FOR TRANSFERRING THE STUDENT TO A VACANT STATE-FUNDED PLACE .....	19
CHAPTER VII THE STUDY PROCESS .....	20
SECTION I THE GENERAL PROVISIONS OF THE STUDY PROCESS .....	20
SECTION II STUDY SCHEDULES .....	21
SECTION III REGISTRATION FOR STUDIES .....	22
SECTION IV ELECTIVE SUBJECTS .....	23
SECTION V STUDY RECORD AND DOCUMENTS .....	24
SECTION VI PREPARATION OF THE SUBJECT DESCRIPTION .....	24
SECTION VII ORGANISATION OF PROFESSIONAL PRACTICE .....	25
SECTION VIII STUDY PROGRAMME AND FORM CHANGE .....	25
SECTION IX TERMINATION OF STUDIES .....	27
SECTION x ACADEMIC LEAVE .....	28
CHAPTER VIII EVALUATION OF THE ACHIEVEMENTS OF STUDENTS AND LISTENERS .....	29
SECTION I THE TYPES, FORMS AND METHODS OF EVALUATION OF THE ACHIEVEMENTS OF STUDENTS AND LISTENERS .....	30
SECTION II THE CONTENT OF THE ACHIEVEMENT ASSESSMENT OF STUDENTS AND LISTENERS .....	32
SECTION III TERMS AND TIMETABLES FOR ACHIEVEMENT ASSESSMENTS OF STUDENTS AND LISTENERS .....	32
SECTION IV ORGANISATION AND PROCEDURE OF ACHIEVEMENT EVALUATION OF STUDENTS AND LISTENERS .....	33
SECTION V PROCEDURE FOR EVALUATING THE ACHIEVEMENTS OF STUDENTS AND LISTENERS .....	35
SECTION VI STUDY AVERAGE CALCULATION METHODOLOGY .....	36
SECTION VII APPEALS REGARDING THE ACHIEVEMENT ASSESSMENT OF STUDENTS OR LISTENERS .....	37
SECTION VIII ACADEMIC DEBTS AND THEIR LIQUIDATION .....	38
SECTION IX REPETITION OF STUDIES .....	39
SECTION X ASSESSMENT ETHICS .....	40
SECTION XI ACADEMIC HONESTY .....	41
CHAPTER IX PROCEDURES FOR THE DETERMINATION AND COMPARISON OF THE RESULTS OF STUDIES .....	42
SECTION I ASSIGNING THE STUDENT'S ACHIEVED STUDY RESULTS TO THE ACHIEVEMENT ASSIGNMENTS LEVEL .....	42
SECTION II COMPENSATION FOR THE FEE PAID FOR STUDIES .....	45
CHAPTER X PART-TIME STUDIES .....	46
CHAPTER XI CREDIT OF STUDY RESULTS .....	47
SECTION I CREDITING OF STUDY RESULTS ACCORDING TO THE AGREED STUDY CONTENT .....	47
SECTION II INCLUSION OF STUDY RESULTS ACCORDING TO THE NON-HARMONISED STUDY CONTENT .....	49

<b>SECTION III APPEALS ON THE INCLUSION OF STUDY RESULTS .....</b>	<b>50</b>
<b>CHAPTER III RIGHTS AND DUTIES OF STUDENTS AND LISTENERS .....</b>	<b>51</b>
<b>CHAPTER XIV COMPLETION OF STUDIES.....</b>	<b>53</b>
<b>CHAPTER XV PROCEDURE FOR STUDENTS' AND LISTENERS' SETTLEMENT WITH THE UNIVERSITY AFTER COMPLETION OR DISCONTINUATION OF STUDIES .....</b>	<b>56</b>

# **CHAPTER I**

## **GENERAL PROVISIONS**

1. The Lithuanian University of Health Sciences (hereinafter referred to as the University) Study Regulation (hereinafter referred to as the Regulation) establishes the following questions related to first, second cycle and integrated studies:

1.1. The procedure for admission of students and listeners to the University (Chapter II of the Regulation);

1.2. The rights and duties of students and listeners (Chapter III of the Regulation);

1.3. Responsibility of the subjects involved in the study process (Chapter IV of the Regulation);

1.4. Study system (Chapter V of the Regulation);

1.5. Financing of studies (Chapter VI of the Regulation);

1.6. Study process (Chapter VII of the Regulation);

1.7. Evaluation of the achievements of students and listeners (Chapter VIII of the Regulation);

1.8. The procedure for determining and comparing the results of studies (Chapter IX of the Regulation);

1.9. Partial studies (Chapter X of the Regulation);

1.10 Credit of study results (Chapter XI of the Regulation);

1.11. Principles of coordination of studies and participation in other activities of the University (Chapter XII of the Regulation);

1.12. A system of incentives and penalties for students and listeners (Chapter XIII of the Regulation);

1.13. Completion of studies (Chapter XIV of the Regulation);

1.14. The procedure for the settlement of students and listeners with the University upon completion or termination of studies (Chapter XV of the Regulation).

2. The Regulation does not regulate:

2.1. Doctoral studies carried out at the University;

2.2. Professional (residency) studies at the University;

2.3. University study and quality assurance issues;

2.4. Scientific activities carried out at the University;

2.5. The issues of funding of the University's studies, tuition prices and fees, which are not directly related to the implementation of the study programme;

2.6. Procedures for the examination of student disputes with the administration and other staff, except for the procedure for the examination of appeals concerning the assessment of student achievements and the crediting of the results of studies.

3. The Regulation was adopted in accordance with the following legislation:

3.1. The Law on Science and Studies of the Republic of Lithuania (hereinafter referred to as the Law on Science and Studies);

3.2. The Statute of the Lithuanian University of Health Sciences (hereinafter referred to as the University Statute).

4. The definitions used in the Regulation are:

4.1. 'Graduate' means a person who has completed a university study programme and has received a diploma attesting to a higher education qualification;

- 4.2. Academic leave is a temporary suspension of studies while maintaining student status.
- 4.3. Academic ethics is a set of generally accepted values that ensure transparency, fairness, justice, equality, non-discrimination, responsibility, resource efficiency, academic freedom, impartiality, trust, respect and protection of intellectual property of the evaluation of scientific and study works.
- 4.4. Academic debt means an academic settlement which has not been maintained during the period of assessment, i.e., negative final assessments of the subject of study have been received, except where the subject is not studied and credited and/or the examination is not taken for partial studies under academic exchange programmes.
- 4.5. Academic dishonesty means any attempt by a student or listener to fraudulently achieve better results of studies;
- 4.6. Academic hour – a unit of contact time of teachers and students, equal to 45 minutes;
- 4.7. Postgraduate (MSc) studies – university degree programmes that confer a master's degree;
- 4.8. The final thesis is a student's independent research project, which is carried out at the end of the study programme, which is intended to demonstrate acquired analytical, research, cognitive and other competences;
- 4.9. Final exam, study achievements, knowledge and skills necessary for the acquisition of higher university education qualification, summarising the exam;
- 4.10. Final assessment means the part of the examination carried out by the cumulative point system after the assessment of the cumulative part;
- 4.11. Partial studies mean the student studies in another Lithuanian or foreign higher education institution according to the part of the study programme, providing knowledge and skills that are evaluated and approved by the study certificate;
- 4.12. The subject is the smallest part of the content of the study programme, having an independent code, a defined purpose and oriented toward the results of studies, developing general and subject competencies necessary for the acquisition of a qualification degree. Subject studies are completed by examination or other assessment of the student's achievements, knowledge and abilities;
- 4.13. Description of the subject – a document defining the purpose of the study subject, the results achieved, the evaluation strategy, the content of the study of the subject and other mandatory components;
- 4.14. Department responsible for the subject (module), means the department preparing the subject (module) description and implementing it, or a department in charge (coordinating) of the subject (module) if more than one department is involved in the subject (module) studies;
- 4.15. The scope of the subject and part of the module is 3 credits (or a multiple of 3 credits). The duration of the subject (module) may not exceed one year of study (i.e., must be taught in the same course);
- 4.16. Dean's Office – Dean of the Faculty, Vice-Dean and employees directly subordinate to them, who perform the tasks of the Faculty and the administration of the study process;
- 4.17. Diploma means a document certifying a person's acquired qualification degree or qualification degree and professional qualification, issued after completion of first, second cycle or integrated studies;
- 4.18. Diploma Supplement means an integral part of the diploma, a document supplementing the diploma, providing information on the content of the acquired higher education;
- 4.19. The European credit transfer and accumulation System (ECTS) is a system based on the student's working time, which is designed to achieve the goals and competencies of the learning programme to be acquired by the student;

- 4.20. Examination – the form of checking and evaluating the student’s achievements (knowledge and skills) after completing the subject or module studies (subject (module) exam) is provided for in the study plan. The examination may take the form of a one-off assessment of achievements (problem-based learning examination) or a system of cumulative points where the final assessment (examination grade) of the subject (module) consists of the sum of the cumulative part and the final examination;
- 4.21. Dispute Resolution Commission – the university body dealing with disputes between students and university administration and other employees;
- 4.22. Secondary studies that do not provide a degree are studies that do not provide a qualification degree when compulsory subjects (modules) of another study area are studied together with the main first cycle and/or integrated study programmes. The scope of the non-degree related study programme must be not less than 40 and not more than 60 credits;
- 4.23. Double diploma studies – studies granting a degree, where for part of the studies the students study in another higher education institution under the partial study agreement and acquire university and other higher education institutions diplomas;
- 4.24. Part-time study form means the form of organisation of all degree-granting study programmes, the scope of which may be less than 45 credits of study, but the total duration of studies shall not be more than one and a half times the duration of studies in the form of a full-time study;
- 4.25. Assessment means the examination and assessment of the student’s knowledge and skills after the completion of a part of the subject or module programme (intermediate assessment) or of the whole subject;
- 4.26. A joint study programme is a study programme prepared and implemented jointly by at least two higher education institutions, the purpose of which is to enable the student to acquire a wider set of knowledge and skills than a study programme carried out by one higher education institution can provide;
- 4.27. Listener means a person who is studying in a higher education institution under a non-formal adult education programme or certain study subjects (modules), which represent no more than 30 per cent of the programme’s scope;
- 4.28. Contact working time means the time during which a student or a listener study or performs the lecturer’s tasks directly and/or remotely with the participation of the lecturer. Contact working hours are divided into auditorium (lectures, seminars, laboratory work, exercises) and non-auditorium (consultations, work in the hospital department, veterinary clinics of the University and elsewhere) hours;
- 4.29. Coordinator – a person appointed by the Rector of the Lithuanian University of Health Sciences, responsible for crediting the results of study units;
- 4.30. Course – one year of study in the study programme;
- 4.31. Module – a unit of 3 credits of repeated scope, consisting of several subjects related to the content (with independent codes), having a defined purpose and oriented to the results of studies, development of general and subject competencies necessary for the acquisition of a qualification degree;
- 4.32. Academic year – a calendar layout of one study year;
- 4.33. Permanent form of study – the main form of organisation of all degree-granting cycles and integrated study programmes, the scope of which is 60 credits per year at the University;
- 4.34. Distance learning means consistent, individual or group training(s), where distance and/or time are allocated between the learner and the lecturer, and communication and cooperation, the learning material is provided by information and communication technologies;

- 4.35. Distance studies are studies organised using information and communication technologies, where subjects are adapted for distance studies. Distance studies subjects are adapted for distance studies, when they allow the learner to access study materials remotely, communicate and cooperate with fellow students, perform tasks, allow study units – to pay for study results, provide feedback and questions, receive support from the lecturer remotely. The organisation of distance studies is regulated in the Description of the Procedure for the Organisation of distance Studies approved by the Rector.
- 4.36. Additional Practice means optional, unpaid, voluntary practice in which a student of the relevant study programme of the University, under the guidance of a supervisor of additional practice, acquires practical skills, abilities and experience in accordance with the objectives and results set out in the Additional Practice Agreement;
- 4.37. Complementary studies mean studies in which subjects of the first cycle (Bachelor's) studies are studied, which are necessary for the student to have sufficient knowledge and skills necessary for the second cycle (Master's) studies of the relevant field;
- 4.38. The curator of the programme is a faculty member appointed by the Rector of the Lithuanian University of Health Sciences, who assesses the conformity of study results with the requirements of the desired study programme;
- 4.39. Activities significant to the University include representation of the University at national, international or university events related to study, scientific, cultural or sports activities or quality assurance of studies; participation in meetings and meetings of university structures to which the student is a member or delegated, or other activities approved by the University documents. A certificate signed by the head of the relevant university structure, or the student representative office shall be provided to justify the omission, indicating the event and its date (if necessary – and time), except for meetings of the university institutions, where the fact of participation in the meeting is indicated in the student's request;
- 4.40. *Force majeure* – circumstances which the student could not control and reasonably foresee and could not prevent these circumstances or their consequences from occurring. *Force majeure* is understood as defined in the Civil Code of the Republic of Lithuania and other legal acts;
- 4.41. First-cycle studies – university study programmes granting a bachelor's degree;
- 4.42. Professional practice is a part of the study programme, during which the student's knowledge, competences and abilities are consolidated, adapted and improved in practical professional activities. The practice of professional activity is organised and carried out in institutions whose activities are related to the future professional activity of the student;
- 4.43. Problem studies – modules-based studies, through which group problem solving method is acquired generalised knowledge, skills and value system;
- 4.44. Rectorate – advisory body of the Rector of the University;
- 4.45. Semester means the period of study, after which the student's achievements are summarised and a list of students who have completed the study programme of the relevant period is drawn up in order according to the average of the results of the examinations;
- 4.46. Examination session means the period at the end of the semester during which the student studying in non-cycles reports on the subjects studied;
- 4.47. A study session is a period of time during the semester, when academic sessions are held during periodic sessions, when work is organised by contact or distance learning.
- 4.48. Mixed studies are studies where at least 50% of the student's contact time is fulfilled remotely.
- 4.49. Studies means learning in higher education of a person who has completed at least secondary education in accordance with certain programmes or parts thereof;
- 4.50. Study agreement means an agreement concluded between the University and the student or the listener of studies at the University, which establishes mutual obligations between the Parties, the

conditions and procedures for their implementation, the provisions related to the financial conditions of studies and other obligations;

4.51. Student means a person who studies at a higher education institution in accordance with a study programme or doctoral studies;

4.52. Guest student means a person studying under agreements between institutions or international exchange programmes;

4.53. Study calendar – study calendar of the academic year, which indicates the beginning, end of the academic year, debt liquidation weeks, holidays, holiday days;

4.54. Study credit (hereinafter – Credit) is a unit of study subject (module) scope that measures the results of studies and the student's working hours necessary to achieve the intended results of the study subject (module). One credit at the university equals 26.67 hours of student or listener's study hours;

4.55. Study year means the period established by the Senate of the University (hereinafter referred to as the Senate), beginning on 1 September, ending on 31 August. The study year shall be divided into semesters and holidays;

4.56. Certificate of study – a document issued to a person about the results of their studies;

4.57. Study plan – the layout of the content of the study programme during the study year and semesters;

4.58. Study programme means a set of content, methods and material means of studies of a particular field, the totality of academic and professional staff used for studies and its description;

4.59. Study Programme Committee (hereinafter referred to as the SPC) means a committee responsible for the preparation, updating and management of study programmes acting in accordance with the University Study and Science Quality Assurance Regulation (hereinafter referred to as the Study and Science Quality Assurance Regulation) approved by the Senate;

4.60. The results of the studies are the sum of the knowledge and abilities acquired during the studies, the scope of which is defined by credit, and the level is evaluated by a certificate;

4.61. Assessment card for study results – a document of credit of study results, which includes the names of the included subjects (modules) in the original (or English) and Lithuanian languages, the scope and evaluation of the subject (module);

4.62. Study schedule – the layout of the study plan during the study year. The study schedule consists of two parts: Timetable grid – study sequence of subjects (modules) provided in the study plan and layout of terms in semesters; detailed schedule of the subject (module) – arrangement of contact hours in months and days;

4.63. Self-study time of the student / listener – study of educational, scientific and methodological literature, work of students or listeners in groups, laboratories, preparation of research work, implementation of projects and other independent activities of the student or listener aimed at achieving the results of the study programme;

4.64. Self-performed work (project) by the student/listener – application of knowledge and abilities acquired during the theoretical studies of the subject or module in practice, preparation and presentation of the work of the defined scope and structure of the study unit prepared individually or in a group;

4.65. Unit means a department of the faculty (department, clinic, faculty institute) or laboratory of the University Institute of Science, the main activity of which is the execution of studies and/or research and experimental (social, cultural) development;

4.66. Study information system – the official university study information system (hereinafter – LSMUSIS);



4.67. Targeted funding means the funds of the State Budget of the Republic of Lithuania, which may be awarded by means of a tender for the payment of the cost of studies of state higher education students, except for persons specified by the Law on Science and Studies of the Republic of Lithuania, admitted to study or studying under the first cycle or integrated study programmes each year, or for part thereof;

4.68. Evaluation strategy means an achievement assessment plan defining the progress of the assessment process, including the form and methods of assessment, the means, the time limits and the criteria used to assess the achievement;

4.69. Integrated studies are studies where the first and second cycle university studies are linked by continuity. Upon completion of these studies, a master's degree is obtained, as evidenced by a master's diploma;

4.70. The assessed – students and listeners who have obtained the right to participate in the evaluation process in accordance with the procedure established by this Regulation, legal acts of the Republic of Lithuania or the study programme;

4.71. Assessment types: Diagnostic assessment – a type of assessment used to assess the initial level of knowledge, abilities or preparation of the student for a particular stage of study; formative assessment – a type of assessment used to critically evaluate and adjust the course of learning; summative assessment – the type of assessment applied after the completion of the study subject, module, study programme in order to evaluate the student's or the listener's knowledge, abilities and values; cumulative assessment – the type of assessment used to sum up and summarise the results of the student's studies;

4.72. Cumulative grading system (cumulative assessment) means a methodology for assessing the student's achievements, where the examination assessment score (certificate) consists of cumulative parts, i.e., the assessments received during the study period, and/or the amount of the assessment received during the final examination;

4.73. Assessment observers means representatives of the University, the Faculty Administration and/or representatives of students appointed by the Student Representative Office of the University, who monitor the progress and procedures of the assessment;

4.74. Assessment content – knowledge, skills, skills or professional behaviour acquired during the course of the course of study (module), which is checked during the assessment;

4.75. Assessment tasks – a specific task (question, situation, demonstration of practical skill, etc.) is presented to the student corresponding to the content of the assessment provided in the course of the subject (module);

4.76. Assessors are persons who have the right to evaluate students in accordance with the procedure established by this Regulation.

## **CHAPTER II**

### **ADMISSION OF STUDENTS AND LISTENERS TO THE UNIVERSITY**

5. In the process of admission to the University, the Senate shall approve each academic year the rules for admission of students and additional study listeners for the relevant academic year.

6. In the process of admission to the University, the Rector of the University (hereinafter – the Rector):

6.1. Approves the composition of the Admissions Committee, which organises and carries out student admission and registers students for the first course;

6.2. The order confirms the acceptance of the listeners.

7. The number of seats in study programmes is approved by the Council on a recommendation of the Senate each year.
8. Students and participants of additional studies shall be admitted to the University in accordance with the procedure established by the laws of the Republic of Lithuania, the first cycle and integral studies approved by the Association of Lithuanian Higher Education institutions and the Rules of Admission of Students and Additional Study Listeners approved by the Senate for the respective academic year.
9. The first cycle and integrated studies shall be awarded by a competitive procedure to persons with at least a secondary education, taking into account their learning outcomes, entrance examinations and meeting other criteria set out in the Rules for Admission of Students and Additional Study Listeners approved by the Senate for each new academic year.
10. The second cycle studies shall be awarded by a competitive procedure to persons who have completed first cycle university studies or completed higher college education and completed additional studies, taking into account their learning outcomes, entrance examinations and other criteria laid down in the Rules for Admission of Students and Additional Study Listeners approved by the Senate for each new academic year.
11. Applicants to a joint study programme or a double diploma study programme conducted together with a foreign higher education institution(s) may be subject to additional language proficiency requirements.
12. Citizens of foreign countries who have a secondary education recognised in Lithuania and who are legally present in the Republic of Lithuania may study at the University and take state-funded and non-state-funded places.
13. The admission of persons who have acquired education in institutions of foreign countries, as well as children, grandchildren and great-grandchildren of emigrants and foreigners of Lithuanian origin to the University shall be carried out and the funding of studies shall be determined in accordance with the legislation of the Republic of Lithuania in force at that time and the Rules for Admission of Students approved by the Senate in the current academic year.
14. Persons wishing to study certain subjects of the study programme must apply to the Dean of the relevant Faculty at any time during the academic year. The approved application is formalised by the order of the Rector, the agreement of the listener is signed.
15. Persons admitted to the University as students or listeners shall conclude a study agreement with the University in accordance with the form of a study agreement approved by the Rector's order. The student and the listener are considered accepted when both parties sign a study agreement. By agreement of the Parties, the electronic form of the contract shall be treated as a written form.
16. The e-mail provided by the University and the Study Information System (hereinafter – LSMUSIS) are the official and compulsory communication, the means of providing information on the study process and other issues related to studies.
17. The student or listener must join the LSMUSIS and check their personal and contact details no later than the first day of study. Student on LSMUSIS:
  - 17.1. in the case of any inaccuracies in the contact details, shall be obliged to revise or update them;
  - 17.2. Upon finding personal data inaccuracies, must fill in an electronic application to LSMUSIS for the correction of personal data. Changes to personal data in the LSMUSIS and the Student Register may only be made by the responsible employee appointed by the head of the Study Centre;
  - 17.3. if necessary (after changing the name, surname and other personal data) must submit an electronic application and attach copies of documents supporting the addition of personal data. Changes may only be made by a responsible employee appointed by the head of the Study Centre;
  - 17.4. submit electronic applications related to the study process of the student (e.g., regarding academic leave, elective subjects, certificate of studies).

18. The student or listener is responsible for the correctness and relevance of their personal and contact data contained in the LSMUSIS. Personal and contact information must be checked regularly. If the student or the listener fails to provide information about the changed personal or contact details, the University shall not be liable for cases where, for this reason, the student or the listener does not receive the information intended for him/her.

19. All applications and documents completed and submitted by the LSMUSIS in electronic form shall be treated as a written form. After the change of the information system used for the administration of university studies, the provisions of this Regulation relating to the LSMUSIS shall apply to the new information system in all its scope.

20. Students admitted to the University and students of additional studies are issued a student (listener) card with a photo of the student, name, faculty, study programme and student registration number. The procedure for issuing and using the student (listener) card shall be established by the Rector.

### **CHAPTER III**

## **RIGHTS AND DUTIES OF STUDENTS AND LISTENERS**

21. Students have the right to:

21.1. To acquire the education of the study programme specified in the study agreement, which complies with the standards defined in the University Statute, other legal acts of the Republic of Lithuania and scope and quality standards defined by this Regulation and other internal legal acts of the University;

21.2. To study according to the individual study plan;

21.3. To participate in academic exchanges, to terminate and renew studies in accordance with the procedure established by this Regulation, to change the study programme in the same group of study areas, study form, to study more than one study programme;

21.4. To apply to the University Administration in order to include the results of studies at the University or other Lithuanian or foreign higher education institution corresponding to the content of the study programme;

21.5. to take an academic leave without losing the student's status and the right to continue studies at the state-funded place of study after the academic leave, if they studied there prior to the academic leave;

21.6. To use the university's existing teaching methodological and scientific literature and material and informational resources, the university premises, libraries, scientific equipment, culture, sport, for studies, cultural life, health care and recreation, rest facilities necessary for the study programme;

21.7. Study material is provided during the study process for study purposes;

21.8. To settle for works in alternative ways, if you have a disability, for which you cannot settle in accordance with the established procedure, and an alternative method of assessment ensures that the results of the studies will be achieved;

21.9. To propose the topic of your final thesis or choose from several proposed topics;

21.10. To be familiarised with the internal, occupational safety and animal treatment rules necessary in the study process, the requirements of the Law on Patients' Rights and Compensation of Health Damage;

21.11. To be able to vaccinate against dangerous diseases (rabies, tetanus, etc.) or be insured against accidents during the study process, when this is established in the study process;

- 21.12. To participate in scientific work, use scientific laboratories, participate in the activities of the student scientific society, consult on ensuring research ethics when planning research work;
- 21.13. To present scientific works prepared by the students at conferences organised by the scientific society and print prepared articles;
- 21.14. To exercise academic freedom of thought and speech, to express their thoughts and beliefs on all scientific, social and cultural issues, provided that this does not contradict the laws and other legal acts of the Republic of Lithuania and internal documents of the University;
- 21.15. To receive information related to their studies, to evaluate study programmes, study process and the work of lecturers;
- 21.16. To appeal, in accordance with the procedure laid down in this Regulation, regarding the evaluation of the results of studies and the crediting of the results of studies and the procedure for the examination of student disputes with the administration and other staff, approved by the Senate, to lodge a complaint regarding the decisions and/or omissions of the University Administration and other staff, as well as to receive a decision on the aforementioned complaints without breaching the established deadlines
- 21.17. To join the activities of the student representative office, to participate in the activities of other student organisations, to be elected to the governing bodies of these organisations, to participate in the activities of other public, cultural and political organisations that do not contradict the laws of the Republic of Lithuania and the Statute of the University;
- 21.18. To participate in the self-government of the University and (or) its departments;
- 21.19. To apply for scholarships in the cases and in accordance with the procedure laid down in the Law on Science and Studies of the Republic of Lithuania and other legal acts and the provisions of the nominal scholarships approved by the Senate and the provisions of the first, second and integrated study students' incentive scholarships (hereinafter referred to as the Scholarship Award Regulations);
- 21.20. Upon failing an exam or credit, repeat the assessment twice free of charge until the end of the academic debt liquidation week of the year;
- 21.21. To listen to certain subjects of study in another study programme, submit a request through LSMUSIS. The approved application is formalised by the order of the Rector, the agreement of the listener is signed.
- 21.22. To change the group in accordance with the regulations of the first, second and integrated study groups of the Lithuanian University of Health Sciences;
- 21.23. To exercise other rights established by laws of the Republic of Lithuania, the University Statute or other legal acts;
22. The listeners have the rights referred to in paragraphs 21.6. To 21.7., 21.10. To 21.11. and 21.14.-21.16. of this Regulation;
23. Students and listeners have a duty to:
- 23.1. To achieve the results provided for in the description of the study programme;
- 23.2. To comply with the requirements of the University's Statute, Code of Ethics, other legal acts, the provisions of this Regulation and the internal regulations of the University;
- 23.3. To comply with the decisions of the administration of the University and the departments carrying out studies, the orders of the Rector, the instructions of the heads of the deans of the faculties and other departments carrying out studies;
- 23.4. To comply with the general requirements of research ethics and obtain approval of the University's Bioethics Centre for the student's research;
- 23.5. To not distribute, divide, change study materials submitted electronically or otherwise during the study process and not to use them for purposes other than study;

- 23.6. To comply with the general requirements of research ethics and obtain approval of the University's Bioethics Centre for the student's research;
- 23.7. Upon completion (or upon termination) of studies, to settle with the University in accordance with the procedure of assessments of students with the University upon completion or termination of studies approved by the Rector.

## **CHAPTER IV**

### **RESPONSIBILITIES OF OTHER PARTICIPANTS IN THE STUDY PROCESS**

#### **24. The Study Centre:**

- 24.1. Coordinates the implementation of first and second cycle and integrated studies;
- 24.2. Is responsible for the formation and publication of study networks at LSMUSIS, coordination of preparation of detailed study schedules, alignment with study departments and publication at LSMUSIS;
- 24.3. Is responsible for the accounting and data processing of first and second cycle students and students of integrated studies at LSMUSIS and submission to the Student Register;
- 24.4. Is responsible for providing information on the provision of student study data to the Student Register, the State Studies Foundation and other state services;
- 24.5. Is responsible for the preparation and transmission of the rector's orders regarding the execution and organisation of student studies and general studies to the deans of the faculties and the departments carrying out studies;
- 24.6. Perform other functions provided for in this Regulation and other internal legislation of the University;
- 24.7. Changes the student's group according to the regulations of the first, second and integrated study groups of the Lithuanian University of Health Sciences;
- 24.8. Is responsible for forming groups of students, taking into account the equal number of students in groups;
- 24.9. The Student Information (Services) Department (INFOS), which operates at the Study Centre, coordinates the applications submitted via LSMUSIS in relation to the issued certificates and provides the University students with all information related to the study process.

#### **25. The department conducting studies:**

- 25.1. Is responsible for the organisation, execution and quality assurance of the study of the subject (module) and submission of the study material;
- 25.2. Is responsible for the formation of the study and settlement schedules of compulsory and elective subjects, alignment with other study units and their execution;
- 25.3. Organises and carries out the process of assessment of student achievements and is responsible for the timely and correct submission of the data of the students' evaluations to the LSMUSIS;
- 25.4. Establishes the procedure for the work of the missed classes and organises and carries out the re-assessment of academic debts;
- 25.5. According to the study plans approved by the relevant Faculty Council, is responsible for the proper preparation of the descriptions of subjects of the following academic year at LSMUSIS;
- 25.6. Is responsible for registering the optional subjects offered by the unit at LSMUSIS;

- 25.7. Is responsible for the execution of the rector's orders regarding the repetition or removal from studies from the lists; ensuring that the students left to repeat their studies or removed from their studies are not allowed to participate in the following semester studies;
- 25.8. In accordance with the procedure established by this Regulation, approves students' applications on LSMUSIS;
- 25.9. Performs other functions provided for in this Regulation and other internal legislation of the University.
26. The heads of the study units shall ensure the implementation of the functions assigned to the study units established in this Regulation and other internal legislation of the University. The heads of the units carrying out studies shall appoint the persons responsible for the implementation of these functions in the units carrying out studies.
27. Dean of the Faculty:
- 27.1. Adopts decisions related to the study process provided for in this Regulation and other internal legislation of the University, which are binding for the faculty, students and listeners;
- 27.2. Approves student applications and, in cases specified by this Regulation, submits them to the Rector for consideration;
- 27.3. Submits proposals to the Rector regarding admission of students and listeners to the University, their removal;
- 27.4. Submits proposals to the rector regarding the promotion and punishment of students and listeners, liquidation of students' academic debts;
- 27.5. Register advanced students for the next semester studies and for elective subjects;
- 27.6. Approves the list of elective subjects and individual schedules agreed with the study department;
- 27.7. Is responsible for submitting Dean's orders regarding the timely change of student status to the employee responsible at the Study Centre;
- 27.8. Establishes committees for investigating the student's academic dishonesty and investigating violations of evaluation ethics;
- 27.9. Introduces students to the rector's orders and other information about the student's studies;
- 27.10. Manages the student's documentation for the entire period of the student's studies;
- 27.11. Performs other functions provided for in this Regulation and other internal legislation of the University.
28. Unit Responsible for the Subject (Module) :
- 28.1. Is responsible for the appointment of a lecturer coordinating the subject (module);
- 28.2. Coordinate the organisation and execution of the study of the subject (module);
- 28.3. Is responsible for recording the date of assessment of the class provided for in the timetable, independent work (project) of the students or listeners;
- 28.4. Performs other functions provided for in this Regulation and other internal legislation of the University.

## **CHAPTER V SYSTEM OF STUDY**

### **SECTION ONE STUDY CYCLES AND FORMS**

29. The University conducts three-cycle studies:

29.1. The first cycle (upon completion of the first cycle studies, the bachelor's degree or double (main and related fields of study) of the respective group of study areas (admitted up to 2017 years of study) is awarded;

29.2. Postgraduate (upon completion of postgraduate studies, a master's degree and/or professional qualification are awarded);

29.3. Third cycle (upon completion of the third cycle studies and defence of the dissertation, a doctoral qualification is awarded).

30. Integrated studies are carried out at the University. Upon completion of these studies, a Master's degree and/or a professional qualification are awarded.

31. Studies at the University are carried out in full-time and part-time forms.

32. Full-time and part-time forms of study can be organised in contact, blended and distance learning methods.

33. Upon completion of the study programmes of different forms of study, the education acquired is equivalent.

34. The University also has professional residency study programmes and additional, related, partial, non-formal education studies and training aimed at improving qualifications and professional skills, developing general skills and acquiring additional knowledge.

35. Additional studies are organised for persons who wish to study master's degree programmes if the results obtained by them do not meet the requirements or are not recognised by the University for admission to master's degree. Additional studies are organised when:

35.1. The person has acquired higher college education of the same field;

35.2. The main or related field of the university studies completed by a person does not coincide with the field of their chosen postgraduate studies.

36. In cases specified in paragraphs 35.1. To 35.2 of the Regulation, where the admission to specific programmes is sufficient for the competence recognised in accordance with the procedure for the assessment and recognition of competences acquired in an informal way, the applicant may be exempted from the requirement of additional studies.

37. In the event that a person intending to study in the Master's programme lacks more competences than additional studies can provide, he or she must acquire those competences by studying in the first cycle of university studies.

### **SECTION II THE SCOPE AND DURATION OF STUDIES**

38. The scope of study programmes, modules and certain subjects is calculated in credits.

39. The duration of studies is calculated in the year of study.

40. The scope of the first cycle (Bachelor's) study programmes may be 180, 210 or 240 (in the cases specified in the Description of the study field (fields)) study credits.

41. The scope of the second cycle (MSc) study programme can be 60, 90 or 120 credits of study.
42. The scope of the integrated study programme may be 300 or 360 (in the cases specified in the Description of the study field (fields)) of study credits.
43. The scope of the study programme, which provides a double degree of qualification of the main study field (fields) and related study field (fields), is 240 credits.
44. The scope of full-time studies at the University is 60 credits in one academic year. The scope of part-time studies is no more than 45 credits in one academic year, and the total duration of studies should not be more than one and a half times longer than the duration of studies in the full-time form.
45. The scope of additional studies shall not exceed 60 credits, where the postgraduate studies envisaged after these studies belong to the same field of study as the first cycle studies completed before these studies; no more than 90 credits, where the post-graduate studies envisaged after these studies belong to a different study field than the first cycle studies completed before these studies.
46. The list of additional studies and the main study subjects (modules) shall be established by the Committee of the relevant Master's Degree Programme. The list shall be approved by the relevant faculty Council. The scope of additional studies can be determined individually. In such a case, the committee of the relevant Master's study programme, acting upon the student's request and having assessed the content of the completed studies and the competences acquired by the person during the studies, may reduce the scope of additional studies and (or) establish an individual plan of additional studies and submit it for approval to the Dean of the Faculty within 10 working days of its conclusion. The Dean of the Faculty shall make a decision on this matter within 5 working days of receipt of the individual plan. The decision of the Dean of the Faculty shall be executed by order. The student shall be informed of the Dean's order of the Faculty within 2 working days of the adoption of the order.
47. The scope and duration of the studies of the listeners is determined by the agreement of the listener according to the approved descriptions of additional study programmes or selected study subjects (modules).

### **SECTION III THE STUDY PROGRAMME**

48. Studies at the University shall be conducted in accordance with study programmes approved by the Senate and registered in accordance with the procedure established by legal acts of the Republic of Lithuania.
49. The study programmes shall be established and implemented in accordance with the fields of study and groups of fields approved by the Minister of Education, Science and Sport of the Republic of Lithuania. The University conducts first and second cycle and integrated study programmes. The first cycle study programmes may be the main and the related field of study (groups of fields).
50. Joint study programmes shall be prepared and implemented in accordance with the joint study programme implementation agreement signed by the University and the partner universities.
51. The study programme consists of study subjects and/or modules.
52. In the study programmes, subjects (modules) are arranged according to the semesters, their scope is indicated in credits.
53. According to the content, study subjects (modules) are divided into subjects (modules) intended to achieve the results of the study of the field (including practice and preparation of the final thesis) and deeper studies of the same field, subjects (modules) of study of another field (fields), additional practice, digital competences, determined by the university or chosen by the student, subjects (modules) intended for the development of other general skills. The subjects or modules of study are compulsory to be carried out for all students of the study programme, which are carried out at a specified time and are:



- 53.1. compulsory – subjects (fields) of study and other subjects (modules) necessary to achieve the study results provided for in the study programme;
- 53.2. elective – study fields and other subjects (modules) chosen from the approved list. The procedure for choosing optional subjects is specified in Section V of Chapter VII of this Regulation.
54. The working hours of each study subject are divided into contact and independent learning hours. The scope of contact work in the study subject (module) is the same regardless of the form of study. Contact work:
- 54.1. The contact work (including distance) of the first cycle and the integrated part of the study programme corresponding to the first cycle of studies shall be at least 20 %, and the direct participation of teachers and students (not remote contact work) shall be at least 10 %;
- 54.2. The scope of contact work (including distance) of the remaining part of the post-graduate studies and the integrated study programme shall be at least 10 %, while the direct participation of lecturers and students (non-remote contact work) shall be at least 5 %.
55. The share of contact time, depending on the degree of study, is at least 10 % and no more than 70 % of credit hours.
56. The scope of the first cycle and the integrated part of the study programme corresponding to the first cycle of studies shall be at least 30 %, unless the description of the field provides otherwise, the remaining part of the other programmes and the integrated study programmes shall be at least 50 %, unless the description of the field provides otherwise. The description of the study subject (module) must include Name, methods, number of tasks, time of independent work, principles of evaluation/evaluation, influence of the task on the final grade (in percentage), if included in the composition of the cumulative score.
57. Each subject (module) studies are completed by examination or independent work (project) by the student or listener.
58. The part of the study subjects (modules) that are taught during several study semesters is assessed in accordance with the evaluation strategy indicated in the description of the subject (module).

## **CHAPTER VI FINANCING OF STUDIES**

### **SECTION I GENERAL PROVISIONS**

59. Studies at the University are:
- 59.1. State-funded places of study;
- 59.2. Non-state-funded places of study.
60. The form of financing, the procedure for its distribution, amendment and reimbursement of the tuition fee shall be regulated by the legal acts of the Republic of Lithuania, documents approved by the Senate and the Council.
61. The tuition fee set by the Council is paid by:
- 61.1. Foreigners, except for persons specified in paragraphs 7 and 8 of Article 82 of the Law on Science and Studies of the Republic of Lithuania, as well as citizens of the Member States of the European Union and other states of the European Economic Area who have joined and studied in Lithuanian during the general admission, unless the international treaties or other legal acts of the Republic of Lithuania provide otherwise;

- 61.2. Persons who have not been admitted the study places where the student's studies are paid for by the state budget;
- 61.3. In other cases, specified by legal acts.
62. International agreements and agreements coordinated by the Ministry of Education, Science and Sports of the Republic of Lithuania, the procedure for payment for studies shall be established by agreements and arrangements and legal acts of the Republic of Lithuania.
63. In accordance with the procedure established by the Law on Science and Studies of the Republic of Lithuania, after a student who studied at a state-funded place is expelled from the University or if they terminate their studies at a state-funded place of study, a student studying at a non-state-funded place of study may be transferred to a state-funded place of the same study programme of the same course (except for persons specified in clause 64 of this Regulation).
64. Persons admitted to the places of first, second cycle and integrated study programmes of the University shall not be entitled to a state-funded study place or to reimbursement of the cost of studies, if they are:
- 64.1. Persons re-studying under the same or lower cycle study programme, if more than half of the credits of that study programme were acquired by the state budget, except in cases provided for by legal acts;
- 64.2. Persons who study two or more degree-granting programmes at the same time, provided that their studies under at least one of these study programmes are fully or partially funded by the state budget (they pay for the second and other study programmes).
65. The cost of studying the subject in proportion to the scope of the subject shall be paid by:
- 65.1. Persons studying in part-time studies, except those studying under exchange programmes;
- 65.2. Persons repeating certain subjects (modules) of the study programme;
- 65.3. Financial conditions, changing the study programme, higher education institution, requesting the student to repeat or additionally study certain subjects (modules) of the study programme, transferring to a state-funded place or transferred to a higher course, are regulated by the Description of the Financial conditions of the LSMU student related to studies and other legal acts adopted by the University;
- 65.4. If the date of the rector's order for the transfer of a student to a vacant state-funded place or for the removal from student lists is up to the 15th day of the month, this month shall not be included in the counting months, and if the date of the order is from the 16th of the month, the month shall be drawn to the counting months.
66. Students who pay the full tuition fee and temporarily leave to study or do internship under exchange programmes officially carried out at the University are not exempt from the tuition fee.
67. The results of the studies of admitted persons shall be determined and compared in accordance with the provisions of Chapter IX of this Regulation.
68. The fees paid during the relevant period (part of the price, no higher than the standard cost of studies) may be reimbursed to the persons admitted to the University's first and second cycle and integrated study programmes to the state-funded places, who have completed the best year of studies in accordance with the procedure and amount established by legal acts.
69. The procedure for supporting students shall be established by the Regulations for the support of first, second cycle and integrated study programme's students approved by the Council.

**SECTION II**  
**THE PROCEDURE FOR TRANSFERRING THE STUDENT TO A VACANT STATE-FUNDED PLACE**

70. Students studying in the same field of study, in the same form and in the course may apply for a state-funded place, which occurs when a person admitted to a state-funded place terminates their studies or is expelled from the University in accordance with the procedure laid down in this Regulation, provided that they meet the criteria laid down in the University's procedures.
71. In the event of the emergence of a vacancy(s) for a state-funded place(s) during the semester, the Study Centre shall publicly announce a tender for its (them) placement on the University's website.
72. The staff member of the Faculty Dean sends a notification to students at the e-mail address provided by the University about the possibility to apply for a vacant (s) state-funded place(s).
73. The student submits the application to the Rector through LSMUSIS. Applications submitted after the deadline and/or in any other form shall not be considered.
74. Within 3 working days after the publication of the competition for the vacant state-funded places referred to in paragraph 71 of the Regulation, the Dean of the Faculty or their authorised person shall:
- 74.1. In accordance with the criteria specified in paragraph 75 of the Regulation, form a competitive queue.
75. In order to draw up a competition ranking, the following paragraphs 293 to 294 of the Regulation shall apply:
- 75.1. In the first semester of studies, the main criterion is the competitive score. If the competitive score is the same, the person has the right of priority:
- 75.1.1. Whose maturity examinations multiplied by the weighting factors specified in the schedule of the best secondary education post-secondary school curriculum for the year of accession are higher;
- 75.1.2. Who has a higher rating of the maturity examinations with the highest weighting (basic) specified in the description of the order of the best graduates of the secondary education programme during the year of accession;
- 75.1.3. Whose wish at the time of accession is indicated as a higher priority.
76. The student's application to LSMUSIS is approved by the Faculty Dean. The approval provides a motive for transferring the student to a vacant state-funded place or rejecting the application.
77. At the Rectorate the Dean of the Faculty makes a reasoned proposal regarding the transfer of the student to a state-funded place. The decision shall be executed by order of the Rector. The Dean of the Faculty or their authorised person shall inform the student, who has been chosen to be transferred to a state-funded place, electronically no later than within 2 working days from the adoption of the decision.
78. The transfer of a student to a free state-funded study place is executed by signing a new study agreement.
79. After the student who has studied in a non-state-funded place has been transferred to a state-funded place, the contribution paid by him/her for the current semester studies shall be refunded in accordance with paragraphs 65.3–65.4 of the Regulation.

## **CHAPTER VII THE STUDY PROCESS**

### **SECTION I THE GENERAL PROVISIONS OF THE STUDY PROCESS**

80. One of the main features of the university is openness to all, regardless of gender, race, nationality, language, origin, social status, faith, ethnic affiliation, beliefs or views.
81. The organisation of studies at the University is supervised by Vice-Rector for Studies, coordinated by the Study Centre, organised by faculties and implemented by the departments carrying out studies.
82. The language of study is Lithuanian. Other languages may be taught only where:
- 82.1. The expected results of the studies are related to the foreign language proficiency;
- 82.2. Lectures are delivered or other academic activities are conducted by foreign lecturers;
- 82.3 Studies are conducted according to study programmes of higher education institutions of foreign countries;
- 82.4. The study programme is carried out for the stream of foreign students admitted to it.
83. Students study in groups and streams according to the study schedule. The number of groups shall be determined by the Dean of the Faculty in accordance with the actual number of students, in accordance with the procedure laid down by legal acts, as well as taking into account the foreign language of the students. The Study Centre shall form groups of students for the following academic year until 30 June, and for those admitted to the first year until the beginning of the first semester, after the completion of each admission stage. The division of students into groups shall be established on the basis of the Regulations for the formation and administration of groups of students of the first, second cycle and integrated studies of the University.
84. The student group is represented by a senior elected by the students of that group; the course is represented by a senior elected by the group seniors. The procedure for the election of student groups and course seniors shall be established by the students' representative office.
85. The year of study at the University begins on September 1 and ends on August 31
86. The academic year is divided into semesters, that is: The duration of the autumn semester is September 1-January 31, the duration of the spring semester is February 1-June 30
87. During the school year, the holiday days are provided taking into account the list of holidays and non-working days established by the legislation of the Republic of Lithuania. During the summer, students are provided with an uninterrupted holiday of at least one month.
88. The SSC shall prepare new study plans for the following academic year and submit them to the Faculty Council for approval.
89. Upon approval by the Faculty Council of the study plans, the Dean's Offices must upload them to the LSMUSIS to be approved by the Senate. Also immediately make their corrections to the LSMUSIS in accordance with the comments made by the Senate (if any).
90. The study plans for the next academic year are usually approved in the Senate until the 30th of November of the current academic year
91. After the approval of study plans, the Senate shall establish a study calendar for the following study year (e.g., beginning, end of the school year, academic debt liquidation weeks) and publish them on the University's website.

## **SECTION II**

### **STUDY SCHEDULES**

92. Studies are carried out according to study schedules, which are concluded for study semesters according to study programme plans.

93. The study schedule consists of two parts:

93.1. Grid of the study programmes;

93.2. Detailed schedule of subject (module).

94. The study programmes' networks are drawn up, adjusted and the detailed schedules of subjects (modules) are prepared, changed and administered in accordance with the procedure of preparation and administration of the schedule of first, second and integrated study programmes of the Lithuanian University of Health Sciences.

95. The grid of the study programmes shall indicate the dates of the weeks of liquidation of academic debts of the semester and academic year. Academic debt rescheduling is arranged by academic departments and published by the LSMUSIS no later than 2 months before the end of the semester. The annual academic debt liquidation week re-attempt schedule is drawn up by academic departments and published on LSMUSIS together with the spring semester debt liquidation re-attempt schedule.

96. The consistency of the layout of study subjects (modules), the logic of the study programme and the connections of subjects shall be taken into account when compiling the study schedule grid.

97. Detailed schedules of subjects (modules) are drawn up for a semester. The detailed schedules shall specify the form, time, duration and location of the contact work. Usually contact work is organised on Monday-Friday. If necessary, contact work can also be organised on Saturdays.

98. The formation of detailed schedules of semester and cycle study subjects shall be the responsibility of the head of the relevant department in a timely manner, and the decision on the non-performance and/or improper performance of this obligation shall be taken by the Dean of the relevant faculty. The Study Centre is responsible for the timely formation of detailed schedules of studies of integrated subjects / modules, and the decision on the non-compliance and (or) improper performance of this obligation is made by the Vice-Rector for Studies.

99. The execution of the study programme and study plan (participation in contact hours (p. 4.28) sessions) is mandatory for the student. A student who has missed a part of the contact hours shall be given the opportunity to work on an individual schedule under the conditions provided for in the evaluation strategy of the subject (part of the module). If a student misses no more than 25% of the scope of the contact hours subject (part of the module), the possibility to work on an individual schedule under the conditions provided for in the evaluation strategy of the subject (part of the module) description shall be provided. A student who has missed more than 25% of the contact hours of the subject (part of the module) must repeat this subject (part of the module).

100. The procedure for the performance of the missed lectures shall be established by the study department responsible for the subject of studies according to the procedure specified in the course description evaluation strategy. The conditions of the work to be carried out by the unit shall be proportionate to the content and scope of the missed activity and to the extent and prior knowledge of the students. The procedure for the work of the missed sessions is published in the information system of the University's studies.

101. If, in case of unforeseen situations and/or justified reasons, the lecturer is unable to carry out the activity according to the LSMUSIS schedule, the lecturer applies to the Study Centre for the transfer of the time of the activity and informs the students. The change is carried out according to the procedure for the preparation and organisation of schedules.

102. During the studies, the change of the detailed schedule of the subject (module), in agreement with the group elders or the relevant course elder and teaching lecturer, is carried out in accordance

with the procedure of preparation and administration of the schedule of the first, second cycle and integrated study programmes of the Lithuanian University of Health Sciences.

103. The permission for the student to study according to the individual study schedule is granted by the Dean of the Faculty, upon receipt of a motivated request of the student agreed with the lecturer coordinating the study subject. Permission to study according to the individual schedule is granted or such permission is refused on a motivated basis within 5 working days from the submission of the student's application.

104. With the permission of the Dean of the Faculty to study according to the individual study schedule, individual study and evaluation schedules of the subject, the student shall immediately, but not later than within 2 weeks from the receipt of the permission of the Dean of the Faculty, coordinate with the department conducting the studies.

105. The student submits the schedules agreed in accordance with the procedure set out in paragraphs 103 to 104 of the Regulation to the Dean of the Faculty for approval not later than within 5 working days after their adaptation to the study department.

106. The Dean of the Faculty shall make a decision on the approval of the agreed individual schedule within 5 working days from the submission of the agreed schedule.

### **SECTION III**

#### **REGISTRATION FOR STUDIES**

107. Students are registered to the first course by the Admissions Committee to the first, second cycle and integrated study programmes and additional studies of the Lithuanian University of Health Sciences.

108. At the end of the year of study, the Dean of the Faculty registers students for the study of the next academic year. Registration is made by the Dean's order of the Faculty, which is marked by LSMUSIS in accordance with paragraphs 110.1. to 110.5.

109. The Faculty Dean's order on Student Studies is issued:

109.1. After the date of issuance of the exam certificate during the last session of the programme within 5 working days;

110. The order of Dean of the Faculty:

110.1. Confirms that the student is transferred to a higher course or

110.2. Informs the student about the deadlines and procedures for repeating the study subject (module) at the e-mail address provided by the University and temporarily register the student for higher-level studies;

110.3. Leaves the student to repeat the course, or

110.4. Registers that the student is on academic leave, or

110.5. Does not register the student and submits to the rector a proposal to remove them from the student lists.

111. A student who has been registered for studies but does not participate in the study process, does not perform or does not perform properly the duties of the student laid down in the Regulation and other legal acts and does not respond to requests and calls during the 30-day period, is removed from the student lists and the study agreement is unilaterally terminated at the initiative of the university.

112. The study agreement shall be terminated unilaterally by the University upon the initiative of the student who has revoked or terminated the status of legal stay in the Republic of Lithuania.

## SECTION IV ELECTIVE SUBJECTS

113. A person authorised by the Head of the Unit of the Elective Studies Programme, prepared by the Faculty Council and reviewed by the Study Programme Committee, shall be placed in the LSMUSIS by 10 April of each year. Registration of the elective subject with the LSMUSIS shall indicate the minimum and maximum number of students in the group, determined taking into account the real possibilities of the university department conducting studies.

114. The list of elective subjects for the following academic year, drawn up according to the LSMUSIS data and the revised by the SPC, indicated for each semester the scope of elective subjects awarded in credits, is approved by the Dean of the relevant faculty until April 15 of the current year. Electives in this list must be grouped by semesters in which subject studies will be conducted. If necessary, optional subjects may also be grouped according to other criteria in the list. Elective studies not approved by the SPC shall not be carried out. Students choose elective subjects through LSMUSIS.

115. The assignment of students to the study of elective subjects is carried out in the earlier referral procedure until the maximum possible number of students in the relevant elective subject study programme is gathered. After gathering the maximum number of students available, registration to this elective subject study programme is suspended. In the absence of places in the desired elective subject programme, students must choose another elective subject.

116. In the absence of a minimum number of students specified in the programme of study of the elective subject, the studies of the elective subject are not carried out. Students who choose an elective subject for which no studies will be conducted shall be informed of this by the Dean of the relevant Faculty no later than within 5 working days of the deadlines set out in paragraphs 120 and 121. In such a case, the Dean of the Faculty, combining the choice with the student, registers the student to another elective subject in accordance with the procedure laid down in paragraph 124 of this Regulation.

117. Students are required to choose the elective subject provided for in the study programme according to the number of credits allocated to them provided for in the study plan. Registration for elective subjects at LSMUSIS is not allowed, when exceeding the number of credits provided for in a particular study programme.

118. Students are entitled to study certain subjects or modules taught at the University as additional electives, even if the scope of the study programme is exceeded. Such studies shall not interfere with the execution of the student's study programme. The elective subjects provided for in this paragraph shall be subject to a tuition fee fixed by the Council, proportionate to the cost of the number of credits chosen by the student in the subject or module. For the study of these elective subjects, a separate study agreement is signed between the student and the university.

119. For first-year students, the list of electives in the first-year programme is available at LSMUSIS from the beginning of the academic year to the 15th of September of the current year. The list of electives for the next academic year (higher study course) is available to students on the LSMUSIS in the current year from 16 April to 10 May

120. First-year students are required to select the number of elective subjects provided for in the study programme until September 15 of the current year

121. Students are required to select the number of elective subjects provided for in the study programme (for the higher study course) by 10 May of the current year

122. Students returning from academic leave, academic exchange programmes or not choosing elective subjects on time for study shall submit to the Dean of the Faculty in which they are studying an application to register it for the chosen elective subject. If there is no possibility for a student to

register for their chosen elective subject, the Dean of the Faculty, combining the choice with the student, registers the student to another elective subject.

123. The Dean of the Faculty has the right, after informing the student, to adjust the student's choice on May 10–15, and on September 15–20, if necessary due to the smooth organisation of the study process (if the student chooses too many subjects if there is no possibility to teach the relevant elective subject and in other circumstances).

124. For important reasons, the elective subjects chosen by the student may be changed with the permission of the Faculty Dean, before agreeing with both elective subjects taught by the University departments and within the maximum number of students in the elective subjects in the study programmes. Changing the elective subject at the beginning of studies is not possible. The relevant changes are made by the staff member appointed by the Dean of the Faculty at the direction of the Dean. The approved training fund of the study unit is not changed in this case.

## **SECTION V**

### **STUDY RECORD AND DOCUMENTS**

125. The main record documents of students' studies are electronic statement and electronic study book LSMUSIS.

126. Electronic form is prepared and completed:

126.1. The electronic statement is prepared on the basis of the LSMUSIS descriptions of subjects;

126.2. Study units must record in the electronic statement the dates of the evaluation of the work (project) provided in the schedule and (or) examination, the independent work (project) performed by the students and record the assessments of the credits and examinations performed by the students independently (project) within 5 working days; the estimates of the accumulation schedule must be entered in the form within 5 working days after the date of the assessment provided for in the schedule, but not later than 1 working days before the next assessment of that subject (module);

126.3. Study units have the right to adjust their records until the end of the current semester (autumn semester – until 31 January, spring semester – until 30 June).

126.4. Persons completing the electronic statement are assigned to the LSMUSIS subject (module) description as data processors and are responsible for the correctness and timeliness of the data collection of student evaluations according to their competence. The subject (module) coordinating lecturer is responsible for assigning these persons.

127. The student has a duty to constantly monitor and verify the data of his/her academic achievement assessments and confirm them in the e-register until the end of the semester (January 31st in the fall semester and June 30th in the spring semester); if the student does not agree with the available assessment, he/she may exercise the right referred to in paragraph 225 of this Regulation. If the student does not confirm the assessment and makes no claims before the end of the semester, he/she is deemed to agree to the assessment;

128. At the end of the semester, during 5 working days, the units coordinating the subject (module) must check and ensure that the LSMUSIS statements are completed, and all student evaluations are correctly entered.

## **SECTION VI**

### **PREPARATION OF THE SUBJECT DESCRIPTION**

129. The preparation of the study subject (module) description is determined by the procedure of preparation of the description of the subject (module) of the Lithuanian University of Health Sciences.



Preparation issues are consulted by – the Study Centre, approved by the relevant study programme committee.

130. The descriptions of study programmes and a summary of study subject descriptions are published on the University's website.

131. The subject description is prepared by the coordinating lecturer responsible for the relevant subject (module), following the expected results of the study programme and the study plan. If a subject (module) is taught by several units, the preparation of the subject description is coordinated by the lecturer in coordination with all other teaching units; the units participating in the course of the course (module) studies must provide all the necessary information to the coordinating lecturer.

132. The description of the subject in Lithuanian and English must be completed in all cases. If necessary, the description of the subject must be completed in another language of instruction.

## **SECTION VII ORGANISATION OF PROFESSIONAL PRACTICE**

133. The scope of the practice of study programmes is determined by the descriptions of study programmes directions.

134. The professional practice activity is organised in accordance with the procedure of organisation of professional practice activity approved by the Faculty Council, which defines the requirements of practice, specific practice tasks, support to the student during the internship, as well as the criteria for identifying and evaluating the skills acquired by the student during the internship at the appropriate level. The description of the subject shall include the results of the studies and the system of assessment of the achievements.

135. The University offers students a list of possible practice bases, which are drawn up in accordance with the agreements concluded with the relevant institutions. The procedure and terms of the publication of the list of practice bases, the procedure and terms of students applying to the selected practice bases and the procedure for selecting students for the selected practice bases are established in the procedure of organising the practice of professional activity approved by the Faculty Council.

136. In the cases provided for in the study programme, the practice may be organised outside the semester in accordance with the procedure established by the Faculty Council.

137. If a student has completed an internship at another higher education institution or a foreign higher education institution, they shall be credited in accordance with the procedure laid down in Chapter XI of this Regulation and it shall be entered in the Diploma Supplement.

138. The student can perform additional practice, follow the procedure of organising additional practice.

## **SECTION VIII STUDY PROGRAMME AND FORM CHANGE**

139. A student studying in a state-funded place of a university or other Lithuanian university higher education institution programme, without losing the remaining part of the state funding of studies, not higher than the normative cost of studies of that study programme, may change the study programme in the same group of study fields in the same or another higher education institution, without changing the type of study programme (university, college studies), after each semester, no earlier than the first semester of the first year of study without academic debt. Financial conditions related to the change of the study programme are presented in the Description of the Procedure of the conditions related to the studies of the LSMU student.

140. A student studying in a non-state-funded place and holding a study scholarship may change the study programme in the same group of study areas in the same or another higher education institution, without changing the type of study programme (university, college studies), but not earlier than after completing the first year of studies without academic debts. Financial conditions related to the change of the study programme are presented in the Description of the Procedure of the conditions related to the studies of the LSMU student.

141. Students studying in non-state-funded places may change the study programme in the same group of study areas in the same or another higher education institution without changing the type of study programme (university, college studies), after each semester, not earlier than the first semester of the first year of studies without academic debts. Financial conditions related to the change of the study programme are presented in the Description of the Procedure of the conditions related to the studies of the LSMU student.

142. The University may accept a person who wishes to change the study programme if the desired change of study programme has vacancies and does not exceed the number of students' places determined by the University for the relevant year of that programme:

142.1. A student changing the study programme may be credited with no more than 75 % of the total study programme intended to be studied. Programme differences are allowed to be liquidated within one calendar year and are not considered as academic debts;

142.2. Subjects (modules) of study of the person changing the programme shall be taken into account after assessing their compliance with the formal and subject requirements of the desired study programme. Studies in programmes of other universities shall be credited in accordance with the procedure laid down in Chapter XI of this Regulation;

143. A person who wishes to change the study programme must apply to the Dean of the Faculty of the study programme that they wish to study not later than 10 working days before the start of the new study semester. The application is submitted through LSMUSIS or to the Dean of the Faculty. In the request to change the study programme, the student must specify the programme studied and desired to study, as well as submit the documents necessary for crediting the results of studies, as specified in paragraph 322.2 of this Regulation;

144. The Dean of the Faculty, having received requests from students wishing to change the study programme, shall draw up a competition queue according to the following criteria:

144.1. Studied study programme's average of all study semesters;

144.2. The priority specified at the time of admission to the study programme to which the student is applying;

144.3. Competitive score of the desired study programme (for programme change after the first semester), not less than the competitive score of the last admitted student to the study programme applied for;

145. The provision of the Dean of the Faculty shall be considered by the Rector and the Rector's decision regarding transfer of the person to another study programme shall be executed by order no later than within 3 working days. The Dean of the Faculty or their authorised person shall electronically inform the student who wishes to change the study programme of their consent or refusal to allow the change of study programme no later than within 5 working days of the decision. The change of the study programme is formalised by a new study agreement.

146. A student who has received information about the Rector's decision to allow the change of the study programme at the same university or to move to another higher education institution must inform the Dean of the Faculty of the existing study programme no later than 5 working days before the start of the new semester by submitting an application through LSMUSIS.

147. A student who wishes to change the study programme after having obtained consent to study under another study programme at the same or another higher education institution shall inform the department administering the studies of the higher education institution within 3 days.

148. A student may change the form of his/her study programme (from full-time to part-time, and vice versa) only if such forms of study programmes are carried out at the university.

149. A student wishing to change the study form of the study programme, submits via LSMUSIS an application to the Dean of the Faculty no later than 10 working days before the beginning of the semester. The student's application shall be considered by the Rector and the Rector's decision shall be executed by order, which must be adopted by the Rector not later than within 3 working days from the date of the Rectorate's meeting.

150. The change of the study form is formalised by signing a new study agreement.

## **SECTION IX TERMINATION OF STUDIES**

151. Student's studies shall be terminated in the following cases:

151.1. At the request of the student themselves;

151.2. The student does not return from academic leave at the specified time;

151.3. When the student changes the study programme;

151.4. When studies become impossible for other objective reasons;

151.5. Upon termination of the study agreement due to the fault of the student (failure to execute the plan of the study programme; failure to pass the final examinations of the study programme, as well as failure to defend, fail to defend the final thesis and in other cases provided for in the study regulation);

151.6. In other cases, provided for by legal acts;

151.7. Imposing the penalty provided for in paragraph 338.4 of this Regulation and 339, the serious breach of the procedures provided for in paragraph 1.

152. The student may terminate his/her studies on his/her own initiative at any time by submitting an application through LSMUSIS according to the terms provided for in the study agreement. The decision is executed by the Dean of the Faculty on the basis of the Rector's order, which specifies the reasons for the termination of studies.

153. Rector on the recommendation of the Dean of the Faculty, with the approval of the Rectorate (except as discussed in 151.1. in paragraph 1), decides on termination of the student or listener's study agreement. Such a decision shall be executed by order of the Rector. The Rector's order must state the reasons for termination of the student's or the listener's study agreement. The decision of the Rector must be made not later than within 3 working days from the date of the nearest meeting of the Rector. The Dean of the Faculty shall inform the student or the listener on whom the decision is made no later than within 2 working days of its adoption. The decision of the Rector regarding termination of the student's or the listener's study agreement is final and no appeal is made to the commission for the examination of University students' disputes with the administration and other employees (hereinafter referred to as the Dispute Settlement Committee).

154. The agreement with the listener may be terminated in the cases provided for in paragraphs 151.1, 151.4 of the Regulation respectively.

155. The decision on termination of the student or listener study agreement with the University can be made at any time of the academic year.

156. Persons whose study contract is terminated must fully settle with the University in accordance with the procedure provided for in the Regulation Chapter XV and the concluded study agreement.

157. Upon request of students or listeners whose study agreement has been terminated, a certificate of study shall be issued indicating the subjects studied, their scope and assessments. Such a certificate

shall be issued by the Dean of the Faculty not later than within 5 working days of the application submitted by the student or the listener through the LSMUSIS, unless the student or the listener has not fulfilled all material, financial and (or) other obligations to the University under the study agreement. In this case, the certificate is issued after settling with the university.

158. A student whose study agreement has been terminated due to a penalty may resume studies not earlier than in the next year of studies not earlier than from the beginning of the semester and only in a state-funded place (except as provided in paragraph 163 of this Regulation).

159. The student's motivated request for renewal of studies submitted to the Dean, discussed at the Rectorate and, with the approval of the Rectorate, the Rector makes a decision, which is executed by order of the Rector.

160. If, after the termination of studies, the changes in the study programme amount to no more than 20 %, the person may be admitted to a higher course (semester), a term of one year of study is granted to eliminate the existing differences in the programme. These differences are not considered academic debts.

161. If, after the termination of studies, the changes in the study programme amount to more than 20 %, the decision on the course (semester), in which the student will study after the renewal of studies, on the recommendation of the Dean of the Faculty, with the approval of the Rector, shall be made by the Rector.

162. The Dean of the Faculty may determine the subjects (modules) of the changed study programme, the examinations (credits) of which are necessary for the student or the listener to pass during the renewal of the studies of that programme.

163. For a student who did not participate in the final examination of the study programme or defended the final thesis, or did not pass the final examination or defended the final thesis:

163.1. Must resume studies in accordance with the provisions of paragraph 164;

163.2. A student who has not passed the final examination or thesis of the study programme is allowed to take examination, defend the final thesis for a fixed fee;

163.3. A student who has not participated in the final examination of the study programme or in the defence of the final thesis is allowed to take examination, defend the final thesis of the study programme, once free of charge.

164. Upon the submission of the student's application for renewal of studies, the decision to allow the renewal of studies in the case specified in paragraph 163 of this Regulation may be taken upon the recommendation of the Dean of the Faculty, with the approval of the Rector, from the beginning of the new year of studies, unless the student's study agreement has been terminated due to the penalties applied to them; in the latter case, the application for renewal of studies may be submitted no earlier than one year later.

## **SECTION X**

### **ACADEMIC LEAVE**

165. A student who is temporarily unable to continue studies due to illness, pregnancy or childcare, who has submitted evidence of this or is granted academic leave for personal reasons. Academic leave can be granted to the student at any time of the academic year.

166. The student returns to the same funding study place after the academic leave.

167. A student can apply for academic leave through LSMUSIS. Through mediation of the Dean of the Faculty, the decision on granting academic leave is formalised by the order of the Rector, which specifies the period of academic leave.

168. Academic leave shall be granted for the following period:

168.1. Due to illness, for one year, if possible to extend this period, but not more than 3 consecutive years;

168.2. For pregnancy, childcare or paternity leave – for the period provided for by the laws of the Republic of Lithuania, but not longer than three years;

168.3. For personal reasons – one year, but not more than 1 time during the entire period of study.

169. Academic leave may be extended except in the case provided for in paragraph 168.3. The student can submit an application via LSMUSIS for the extension of the term of academic leave. The decision on termination of academic leave shall be executed by order of the Rector through mediation of the Dean of the Faculty.

170. Academic leave may be terminated. The student can submit an application through LSMUSIS for the termination of academic leave. The decision on termination of academic leave shall be executed by order of the Rector through mediation of the Dean of the Faculty.

171. No later than 10 working days before the end of the allocated academic leave, the student must submit an e-application within the LSMUSIS for renewal of studies. The Dean of the Faculty shall make a decision on the renewal of studies no later than within 5 working days from the submission of the application. It indicates when the student resumes the studies. The Dean of the Faculty submits the decree on the renewal of studies to the Study Centre.

172. If a student who has been granted academic leave does not submit an application for renewal of studies within the time limit provided for in paragraph 171 of this Regulation, after the stated deadline, a warning shall be sent to the student by registered mail: If they do not submit an application for renewal of studies within 30 days of sending the notice, the student will be removed from the student list. The Dean of the Faculty shall temporarily extend the period of academic leave by decree for the period from the sending of the warning to the submission of the student's application or the Rector's order for the removal of the student from the student's list. If the student does not submit such an application within the additional specified period, the student's study agreement shall be terminated by order of the Rector.

173. The student is granted the right to repeat during academic leave the subjects from which they had academic debts and liquidate them. The fee for repeated studies shall be regulated in Chapter VIII, Section IX.

## **CHAPTER VIII**

### **EVALUATION OF THE ACHIEVEMENTS OF STUDENTS AND LISTENERS**

174. The procedure for assessing the achievements of students and listeners shall be applied to all study cycle and all forms of study programmes at the University, provided that this is not contrary to the provisions of the University Residency Study Regulation and the University Doctoral Studies Regulation.

175. The following principles shall be applied to the provision, organisation and assessment of the achievements of students or listeners:

175.1. Feasibility (assessment is related to the expected study results of the study programme (study subject, module or cycle);

175.2. Reliability (the resulting assessment information and evaluation results must be objective and independent of the evaluator);

175.3. Clarity (the evaluation system must be informative, understandable to evaluators and evaluated);

175.4. Usefulness (the assessment carried out must help the students to achieve the goals of the study programme and the expected results of the studies);

175.5. Impartiality (assessment methods used during the assessment must be equally appropriate for all the evaluated);

175.6. Publicity (the assessment is based on public criteria, and the results of the specific assessment and their explanation are available to the evaluated).

176. The procedures for the final thesis and/or final examinations of certain study programmes may be established by separate documents drawn up by the faculty or study programme committee responsible for the study programme. In such a case, the procedures shall be without prejudice to the provisions of this Regulation.

## **SECTION I**

### **THE TYPES, FORMS AND METHODS OF EVALUATION OF THE ACHIEVEMENTS OF STUDENTS AND LISTENERS**

177. The strategy for assessing the achievements of students or listeners, together with the description of the subject, is provided by lecturers who prepare the study subject (module) programme, which is approved by the study programme committee.

178. The methods of assessment of the achievements of students or listeners must correspond to the expected results of the studies defined in the course of the subject (module) and be consistent with the content and methods of the study subject (module).

179. The University is subject to diagnostic, formative, summative and cumulative assessment of the achievements of students or listeners.

180. The diagnostic evaluation shall be carried out in order to:

180.1. To verify the minimum necessary preparation of students or listeners for the classes; if the positive results of such testing are a prerequisite for the student or listener to participate in the class, students or listeners must be introduced at the beginning of the course (module) of study to the testing procedure, together with other subject (module) study procedures;

180.2. To determine the initial level of knowledge and/or abilities of students or listeners for the subsequent assessment of progress of studies;

180.3. To help lecturers to choose study methods and (or) adapt the study content, to enable students or listeners to achieve the expected results of the study of the subject (module) more effectively.

181. Formative assessment is applied through subject (module) studies in order to critically evaluate and adjust the learning of students or listeners. In the part of the study programme (or study programmes), where practical and social skills are important (e.g., problem solving in problem-based learning studies, practices), in order to evaluate general competences, formative assessment is carried out by the method of feedback from many sources (lecturer-group-person assessment, 360-degree assessment and other methodologies).

182. The summative assessment is applied after the completion of the study subject, module, study programme in order to assess the knowledge, abilities and values of the student or the listener. The most common form of assessment is the exam.

183. Cumulative assessment is applied during the course of study (module) in order to assess the student's or the listener's knowledge, abilities and values and the progress made using various assessment methods.

184. The cumulative assessment of its components assesses certain study results in the subject (module) programme. Different parts of the cumulative assessment must be used to evaluate different study results.
185. Cumulative assessment shall be applied in accordance with the following principles:
- 185.1. The cumulative part must be at least 50 % of the final grade of the exam;
- 185.2. The cumulative part shall be calculated according to a ten-point system and shall be multiplied by a factor corresponding to the percentage of the cumulative part;
- 185.3. If the student or the listener has not participated in the assessment of a certain component of the cumulative part or has received a negative assessment of the component of the cumulative part, he or she shall be able to participate in the assessment process of the omitted component of the cumulative part, which may be held once before the expected date of the final assessment;
- 185.4. Before the final examination, the cumulative part of the examination shall be completed in accordance with the established requirements (described in the subject description assessment strategy) after the calculation of the cumulative part assessment, marked “completed”;
- 185.5. Final examination – must consist of no more than 50 % of the examination grade. The final assessment is maintained if, according to the procedure established by the study department, a positive grade (five) is achieved;
- 185.6. If the final assessment consists of several separate tasks, the final evaluation of the final assessment shall be calculated by adding the scores of 1 to 10 points for all tasks, and the sum thereof shall be multiplied by a coefficient corresponding to the percentage of the final assessment;
- 185.7. The final examination is not a necessary component of the cumulative assessment – the cumulative part may also comprise 100 per cent of the final grade of the examination;
- 185.8. If the student has did not attend or failed to pass the final examination, but during the course of the study of the subject has accumulated a sufficient score of the cumulative part of the exam to obtain a positive certificate, the final assessment of the student is a score (a grade) of the cumulative part of the assessment, except when the final examination evaluation is mandatory to be positive;
- 185.9. In case the student does not participate in the examination or the final assessment of part thereof, the corresponding assessment box shall be marked “absent” or the accumulated assessment of the cumulative part, which the student has accumulated. If the positive mark is not accumulated, it is allowed to take a final assessment once during the semester debt liquidation week. The assessment obtained during assessment shall be entered in the first box;
- 185.10. The student has the right not to pass the final examination if during the studies they have accumulated an assessment of the cumulative part of the examination sufficient to obtain a positive vote (certificate), except when the final examination is indicated as “mandatory to be positive”;
- 185.11. If the subject (part of the module) is subject to a mandatory positive or non-maintained interim or final examination, regardless of the accumulated scores of 5 or more, 4.99, i.e. negative evaluation, is written into the sheet and the student has the right to retake the assessment from which the negative assessment was obtained, until the end of the current semester (autumn semester – until 31 January, spring semester – until 30 June). After retaking and passing (part of the module) of the interim or final assessment, an evaluation consisting of the accumulated part and the final assessment of the second/third attempt estimates into the second cell of the e-sheet is recorded.
186. The subject (module) teaching unit must prepare, make public and introduce students or listeners to the assessment methods, criteria, the cumulative part of the subject (module) and the final examination assessment requirements and the composition of the exam score before starting the course (module) studies. Throughout the course of study (cycle, semester, academic year), the programme cannot be changed.

187. The forms of assessment of study subjects (modules) may include colloquium, defending practice, control work, coursework, history of disease and other forms from which cumulative scores may be formed.

188. Upon completion of the course (module) studies, assessment forms may include examination, student or listener's independent work (project). The forms and content of these assessments are planned by the department conducting the study course (module) description in preparation for the studies.

## **SECTION II**

### **THE CONTENT OF THE ACHIEVEMENT ASSESSMENT OF STUDENTS AND LISTENERS**

189. The content of the assessment of study subjects (modules) is provided by the study subject (module) description of the unit preparing for the studies. If a study subject (module) is implemented by more than one study unit, each of them prepares the content of the assessment of part of its subject (module), the study unit responsible for the subject (module) shall constitute the overall content of the assessment of the subject (module).

190. The content of the assessment must be consistent with the expected study results of the study subject (module) and correspond to the study content of the subject (module).

191. Subject (module) assessment content on the recommendation of the department responsible for the subject is approved in accordance with the procedure of preparation of the LSMU subject (module) description. The approved changes to the subject (module) assessment content shall take effect from the next year of study.

192. Changes to the content of the assessment are not possible after the start of the course (module) studies by students or listeners of the relevant year.

193. Specific evaluation tasks corresponding to the content of the assessment are selected by lecturers who teach the subject.

194. Evaluation tasks before the achievement assessment of students or listeners cannot be known to the evaluators. The lecturers who prepare and carry out evaluation tasks are responsible for the confidentiality of evaluation tasks.

195. In order to introduce students or listeners to the evaluation procedure and to enable them to check before the achievements assessment, similar tasks may be presented, which will not be included in the achievements assessment.

## **SECTION III**

### **TERMS AND TIMETABLES FOR ACHIEVEMENT ASSESSMENTS OF STUDENTS AND LISTENERS**

196. The terms and scope of diagnostic and formative assessment are provided by the lecturer of the relevant subject (module) study department and informs the students or listeners about it at the beginning of the subject (module).

197. The dates of the interim summative assessment and final examination shall be established in the detailed study schedules of the subject (module) and shall be made public until the beginning of the study of the relevant subject (module).

198. Students and listeners shall participate in the assessment procedures at the time specified in the timetable for the relevant student group(s). The student or listener can only be assessed at other times if:



198.1. They study according to the individual study schedule approved in accordance with the procedure established by this Regulation;

198.2. For important reasons specified in paragraphs 296.1 and 296.2 and having agreed in writing in advance the time of individual assessment with the study unit responsible for the assessment and obtained the permission of the dean of the faculty;

198.3. Due to circumstances which the student, the listener could not control and reasonably foresee and could not prevent these circumstances or their consequences from occurring and because of these circumstances could not participate in the assessment procedures at the time specified. In such a case, the student or the listener must inform the unit carrying out the study responsible for the assessment no later than the assessment is recorded in the form provided for in the Regulation about the reason for non-participation. The assessment of the student or the listener shall include a time agreed with the student or the listener after the circumstances have disappeared, which prevented him or her from participating in the assessment process.

199. If the student or the listener is not involved in the assessment process, in the absence of any of the circumstances listed in paragraph 198 of this Regulation, his/her absence shall be assessed by a grade.

200. Re-assessment/re-take (part of the exam or exam – final examination), in case of negative evaluation results or absence in the evaluation process (except for circumstances specified in the paragraphs 198.1., 198.2., 198.3.) is carried out during the semester's debt liquidation week. If the debt is not eliminated until the end of the semester, the academic debts are liquidated in accordance with Chapter VIII, Section VIII, of the Regulation.

#### **SECTION IV ORGANISATION AND PROCEDURE OF ACHIEVEMENT EVALUATION OF STUDENTS AND LISTENERS**

201. The procedure established in this section applies to the organisation of general and summative assessment of study achievements. For other types of assessment, the provisions of this Section shall apply to the extent appropriate to the nature of the organisation of the student achievement assessment.

202. Students or listeners who have completed the relevant part of the study programme and who are eligible to participate in the evaluation process participate in the study achievement assessment process. If students or listeners do not acquire the right to participate in the evaluation process due to the part of the study programme being not completed within the established time limits, the unit responsible for conducting the studies and participating in the evaluation process shall decide on the missing part of the study.

203. Study achievement assessment is organised in the following order:

203.1. The assessment shall be carried out at the time specified in the pre-selected and published place(s) schedule;

203.2. The assessment rooms shall be suitable for the performance of the assessment tasks and shall be of sufficient size for the estimated number of assessed;

203.3. The University provides students or listeners with the necessary tools to carry out the assessment of student achievements;

203.4. Monitoring and video recording equipment may be installed in the assessment premises. In this case, the protection of personal data must be ensured in accordance with the procedure established by law, and the premises must be marked with appropriate information signs or advertisements;

203.5. Codes (works are coded) shall be assigned to students or listeners for the performance of written assessment tasks in such a way that persons assessing the written work cannot identify the person who wrote the work. The identification of the person is linked to work (work is uncoded) only after the assessment of the work;

203.6. Audio recording equipment may be used for oral evaluation tasks. Such a record may be used for the consideration of appeals. The records shall be kept for one year after the assessment has been carried out;

203.7. The supervision of the assessment shall be organised by the unit(s) carrying out the studies responsible for the assessment. Persons carrying out the supervision of the assessment shall make sufficient efforts to control compliance with the examination procedure and shall not interfere without valid reasons with the assessment tasks of the assessment participants;

203.8. At the beginning of the assessment, the assessor registers students or listeners for the assessment procedure. Students or listeners are identified by a student's ID, student card or other identity document with a photo;

203.9. During the assessment, the student or the listener may use only the before the assessment specified sources and means of information. The use of sources and means of information other than those referred to in this paragraph is prohibited;

203.10. If there are circumstances that may affect the assessment process and results, the student must notify the responsible lecturer before the assessment. The lecturer informs the Head of the Study Unit (Module) about these circumstances. The explanations provided after the assessment are not considered;

203.11. Students or listeners with special learning needs, depending on the nature of the special need, may be given the opportunity to be assessed for achievements in alternative ways, according to individual needs. For example, by adapting the study environment, submitting the material, font size of assessment tasks, extending the assessment time;

203.12. Assessment tasks, unless expressly stated otherwise, are performed individually and independently;

203.13. The personnel of the study department may participate (evaluate) in the assessment process and monitor its progress and procedures. Other persons (persons delegated by the University Administration or the Student Representative Council) may participate in the assessment process only with the permission of the Vice-Rector for studies or the Dean of the Faculty;

203.14. Additional rules for the performance of the assessment may be established; in this case, they must be made public before the assessment, students or listeners must be made aware of them in advance;

203.15. In cases where there are circumstances which may affect the assessment process and the results, paragraph 198 of this Regulation shall apply.

204. The procedures in the assessment process are ensured by the participating evaluators and/or other persons appointed by the study unit responsible for the assessment, assisted by the assessment observers.

205. If an evaluator or assessment monitor involved in the assessment process suspects that a student or listener is using or has unauthorised sources or tools, the student or the listener must help dispel suspicions. A student's or listener's refusal to cooperate is seen as evidence of his or her academic dishonesty and a violation of the assessment procedure.

206. The assessed who have breached the assessment procedure lose their right to continue to participate in the assessment process, and the assessment tasks performed by them are not assessed.

207. The department responsible for the assessment shall inform in writing the Dean of the Faculty of the programme in which the student is studying of the violation of the assessment procedure. The letter shall specify the circumstances of the assessment, the person who has violated the assessment

procedure and the nature of the infringement. If the student used, tried to use or had unauthorised means (or sources), these tools (or sources) shall, if possible, be taken together with information about the violation of the assessment procedure and submitted to the Dean of the Faculty. The indicated means (or sources) are stored by the Faculty Dean until the imposition of a penalty on the student or the listener is decided in accordance with the procedure laid down in this Regulation. If the assessed who does not agree with the penalty imposed on them submits a complaint to the Dispute Resolution Committee, the indicated means (or sources) are stored by the Faculty Dean until the dispute is resolved in the Dispute Resolution Committee. If the decision of the Dispute Resolution Committee is appealed to the Senate, the indicated means (or sources) shall be stored by the Dean of the Faculty until the dispute is settled in the Senate.

208. The assessment participant who has breached the assessment procedure laid down in this Section shall be subject to the penalties provided for in Chapter XIII of the Regulation, taking into account the nature of the infringement. In case of breach of academic integrity, the penalty provided for in paragraph 338.4 of the Regulation (except in the case provided for in paragraph 268.1) shall apply.

209. The unit carrying out the studies, which organises the assessment of the thesis, must ensure the reliability of the evaluation by appointing a sufficient number of competent assessors.

210. The results of the evaluations shall be published within the time limits and in accordance with the procedure laid down in paragraph 126.2 of this Regulation.

211. Upon publication of the results of the evaluation, the student or the listener shall have the right to get acquainted with the detailed assessment of his/her work and to receive explanations about the shortcomings of the work or mistakes made.

212. The explanation of the evaluation to students or listeners is organised not later than within 1 working day from the day of publication of the evaluation result.

213. The persons referred to in Section V of Chapter VII of this Regulation shall be responsible for the correctness and submission of the data of the student assessment results to the University's LSMUSIS.

## **SECTION V**

### **PROCEDURE FOR EVALUATING THE ACHIEVEMENTS OF STUDENTS AND LISTENERS**

214. The assessment of the achievements of students and listeners may take place orally or in writing or using electronic means. The forms of assessment of achievements are indicated in the evaluation strategy of the study subject (module).

215. At least 2 calendar days (excluding Sundays and public holidays) are allocated to prepare the final assessment, examination (one-off assessment), and if the cycle duration is 3 credits and less – not less than 1 calendar days (excluding Sundays and public holidays) from the subject (module) time, students are not exempt from attending non-cyclical subjects.

216. A ten-point assessment scale is used to evaluate the final subject (module) of the student and the listener. The lowest positive score is 5. Mathematical rounding rules are applied to calculate the scoring value by rounding the hundredths, e.g.,  $6.49 = 6$  and  $6.50 = 7$  (except rounding to the lowest positive score when less than 5, e.g.,  $4.75 = 4$ ).

217. The grades of evaluation of the results of studies, their meanings are assigned to the level of achievement:

Grade	Meaning	It is written when the percentage of knowledge, learning and skills provided for in the study programme is reached	Description	Level of achievement
10 (ten)	Excellent	95-100%	Excellent, exceptional knowledge and skills	Excellent
9 (nine)	Very good	85-94%	Strong, good knowledge and skills	
8 (eight)	Good	75-84%	Better than average knowledge and skills	Typical
7 (seven)	Average	65-74%	Average knowledge and skills	
6 (six)	Satisfactory	55-64%	Knowledge and skills (skills) are less than average	Threshold
5 (five)	Weak	50-54%	Knowledge and skills (skills) meet minimum requirements	
4 (four)	Insufficient	40-49%	Minimum requirements are not met	Not applicable
3 (three)	Unsatisfactory	30-39%		
2 (two)	Bad	20-29%		
1 (one)	Not assessed	Less than 20%		

218. After the student or the listener has participated in the assessment process of the study achievement process according to the established schedule and received a positive assessment (grade), the assessment cannot be reassessed and improved.

219. The assessment of student and student achievements is recorded in the e-sheet.

## SECTION VI

### STUDY AVERAGE CALCULATION METHODOLOGY

220. The average of the examinations/student independent work (project) assessments for the respective semester is calculated by adding the estimates provided for the semester in the study plan and dividing their amount by the number of assessments provided for the semester in the study plan.

221. If the average of the assessments is calculated for a period longer than a year, the arithmetic mean of all the assessments of the studies shall be calculated.

222. For the calculation of the average of the assessments for the relevant semester, academic year and longer than a year period of study, if the same study exam/student independent work (project) has been evaluated several times (due to the negative assessment has been repeatedly assessed or defended), the arithmetic mean of all the assessments of that exam/independent work (project) is calculated.

223. The result of all calculations shall be rounded up to a hundredth of the score.

224. The average of the course is determined by adding the averages of all the studies of the students in that course and dividing by the number of students in that course whose average estimates are calculated.

## **SECTION VII**

### **APPEALS REGARDING THE ACHIEVEMENT ASSESSMENT OF STUDENTS OR LISTENERS**

225. If the student or the listener does not agree with the study achievement assessment and its explanation in the unit that conducted the assessment procedures, he/she shall have the right to appeal.

226. Appeals may be lodged:

226.1. Regarding the results of the assessment (or other interim evaluation) – within 3 working days from the publication of the results;

226.2. Regarding the results of the examination – within 3 working days from the publication of the results;

226.3. Regarding the evaluation procedures – within 3 working days from the implementation of the evaluation;

226.4. Regarding the results and procedures of the final examination or evaluation of the final thesis – within 2 working days from the publication of the results.

227. In the cases provided for in paragraphs 226.1, 226.2 and 226.3 of this Regulation, appeals shall be made to the Dean of the Faculty in which the student or the listener is studying, and in the case provided for in paragraph 226.4, appeals shall be made to the Rector.

228. Appeals are filed via the LSMUSIS. They shall indicate the name of the subject/module of study, the lecturer, the date of assessment, the parts or procedures of the assessment that are not agreed to and the reasons for the disagreement. In the cases provided for in paragraphs 226.1, 226.2 and 226.3 of the Regulation, an Appeal Committee shall be set up to examine appeals by order of the Dean of the Faculty not later than within 2 working days from the date of receipt of the particular appeal for the examination and the time limits for the appeal shall be established. In any event, the appeal must be examined no later than 7 working days after the date of the appeal.

229. In the case referred to in paragraph 226.4 of this Regulation, an Appeal Committee shall be formed to examine the appeals by order of the Rector, but not later than 2 working days before the final examination or the final evaluation of the work.

230. In the cases provided for in paragraph 228 of this Regulation, the Appeal Committee shall consist of 2 representatives of the student representative office, 5 representatives of the administration and/or teachers. The person for whom an appeal has been lodged and the person related to them may not be a member of the Committee. The Appeal Committee shall act in accordance with the procedure laid down in paragraphs 232 to 241 of this Regulation.

231. In the case provided for in paragraph 229 of this Regulation, the Appeal Committee shall consist of 3 representatives of the student representative office and 6 representatives of the administration and/or lecturers, unless otherwise specified in the final examination regulations of the relevant study programme. A member of the Appeal Committee may not be the person for whom an appeal has been lodged or a person associated with him or her. The Appeal Committee shall act in accordance with the procedure laid down in paragraphs 233 to 241 of this Regulation.

232. The Appeal Committee in its work follows the Law on Science and Studies, this Regulation and other internal legislation of the University.

233. The form of the Appeal Committee shall be a closed meeting of the Committee. Meetings of the Appeal Committee shall be legal if they involve more than half of the members of the committee. The Chairperson of the Appeal Committee shall be appointed by decree of the Dean of the Faculty or by order of the Rector. Decisions of the Appeal Committee shall be taken by a majority of the votes cast, with more votes in favour than against. In the event of a split of votes, the vote of the Committee's Chairperson shall be equally decisive.

234. The Member of the Committee shall withdraw from the examination of appeals if there are indications of conflicts of interest or of their appearance.
235. Appeals are heard in oral proceedings.
236. A person who has lodged an appeal shall be summoned to the hearing of the Appeal Committee. The Appeal Committee shall hear the views of the lecturer who assessed and the student who lodged the appeal. The person appointed by the Dean of the Faculty (in the cases specified in paragraphs 226.1, 226.2 and 226.3 of this Regulation) or the Rector (in the case specified in paragraph 226.4 of this Regulation) shall inform the student or the listener not later than 1 working days before the scheduled date of the meeting.
237. If the person lodging the appeal does not appear at the hearing of the Committee, the appeal shall not be considered. The person lodging the appeal shall be informed electronically of such decision not later than within 2 working days of the adoption of such decision. If the person who lodged the appeal informs the Committee in advance of the planned non-arrival and its reasons, the Appeal Committee shall decide on a new time limit for the examination of the appeal after assessing the validity of the reasons.
238. The Appeal Committee shall decide at the hearing the merits of the appeal. If the appeal is found to be unfounded, the previous assessment shall be maintained. A person who has lodged an appeal via the LSMUSIS shall be informed of the decision no later than 2 working days after the decision has been made.
239. In the examination of the appeals provided for in paragraphs 226.1 and 226.2 of this Regulation, which have been submitted in respect of the results of the assessment carried out in writing, the Appeal Committee shall assess only the work of the assessment itself. If the appellant applies for an assessment obtained through oral or evaluation procedures provided for in paragraph 226.3, the Appeal Committee may, after examining their complaint and establishing grounds for appeal, allow the student or the listener to participate in the assessment process or to re-defend the final thesis. If the appellant was assessed orally and there is a page of his or her preparation or an audio recording was made during the oral assessment, the Appeal Committee shall take them into account when assessing whether there is a basis for satisfying the student's appeal.
240. The Appeal Committee shall make one of the following decisions:
- 240.1 To not satisfy the appeal and maintain the previous assessment;
- 240.2. To satisfy the appeal and modify the assessment (in the course of the examination of the appeals submitted in accordance with paragraphs 226.1, 226.2, regarding the written assessment);
- 240.3. To satisfy the appeal and grant re-participation in the assessment procedure – the period before the new assessment is not considered to be the period of academic debt;
- 240.4. To satisfy the appeal and allow re-examination of the final examination or re-defence of the final thesis (in the context of appeals lodged pursuant to paragraph 226.4).
241. Appeals against decisions of the Appeal Committee on procedural violations of decision-making can be appealed to the Committee for the Examination of Student Disputes with the Administration and Other Staff.

## **SECTION VIII**

### **ACADEMIC DEBTS AND THEIR LIQUIDATION**

242. If the student after the completion of the subject (module) studies has a negative evaluation of the exam, independent work (project), it is called an academic debt.
243. The student can liquidate the academic debt twice for free, in the following order:

- 243.1. At the end of the current semester, one week is allocated for the liquidation of academic debts;
- 243.2. One week of august shall be allocated for the liquidation of academic debts of the current academic year;
- 243.3. The departments conducting the studies, in agreement with the Dean of the Faculty, shall bring together the schedule for the liquidation of academic debts no later than 2 months before the beginning of the semester week for the liquidation of academic debts into the schedule of the LSMUSIS. The schedule of the week of debt liquidation of the spring semester is presented and published together with the schedule of the week of debt liquidation of the academic year;
- 243.4. The student with academic debts shall register for the week of debt liquidation of the respective semester in accordance with the procedure established by the academic unit. The student is reassessed for the academic debt in the schedule system of the LSMUSIS at the time specified by the academic unit;
- 243.5. A student who has not liquidated academic debt during the debt liquidation week of the respective semester shall be entitled to submit an application through the LSMUSIS for the liquidation of academic debt during the debt liquidation week of the year. The decision on the extension of the deadline for the liquidation of academic debts by 31 August is formalised by the order of the Rector, through the mediation of the Dean of the Faculty;
- 243.6. a student who has an academic debt after the academic year's debt liquidation week must repeat the study subject (module). If the repeated subject (module), the knowledge and skills of which are required for further studies, the student is left to repeat the course in accordance with paragraph 110.3. by the order of the Dean of the Faculty.

## **SECTION IX REPETITION OF STUDIES**

244. The studies shall be repeated in the following cases:
- 244.1. The student has an academic debt after the debt liquidation week of the academic year (i.e., 31 August);
- 244.2. If the student misses more than 25% of the contact hours of the subject (module).
245. The student can repeat:
- 245.1. One or more study subjects (modules);
- 245.2. The entire one-semester programme – when they have not been assessed for any of the subjects (modules) of that semester;
- 245.3. Full one-year study programme – when they have not been assessed for any of the subjects (module) of the programme of that year of study.
246. A student who repeats one or more subjects cannot study other subjects at the same time, the study of which requires knowledge and skills of the subjects being repeated.
247. A student with a maximum of 12 credits of study in academic debts (from study subjects whose knowledge is not necessary for higher-level studies) is given the opportunity to continue studies in a higher course and according to an individual study plan, to re-study not assessed study subjects (modules).
248. The student is required to obtain positive assessments of repeated subjects (modules) within one year of study. If the student fails to meet these requirements, the Dean's order does not raise the student to a higher course.
249. Repetition of studies is paid. The cost of repetition of studies is calculated according to the cost of study of the relevant study programme for the current academic year.

250. A student who has to repeat their studies must submit an application through the LSMUSIS for registration to the repetition of the study subject (module) until 5 September of the current year. The Dean of the Faculty shall, not later than within 5 working days from the receipt of the application, approve the application, specify the scope of the repeated subject (module) in credits. Through mediation of the Dean of the Faculty, the decision on the repetition of the subject is formalised by the order of the Rector.

251. If a student who has to study repeatedly has not been transferred to a higher course by the Dean's order, does not submit an application for registration for the repetition of the study subject (module) until 5 September of the current year, a reminder is sent to them by e-mail. If, within 15 calendar days of sending the message, the student does not submit an application for registration to the repetition of the study subject (module), the provisions of the third section of Chapter VIII will apply to the student.

252. When repeating the studies of a subject (module), the coordinating unit is entitled to deduct a part of the positively assessed results of the study subject (module).

253. In repeating the studies, the student is entitled to retake the failed exam in accordance with the procedure of Chapter VIII, Section IX.

254. The student may repeat the same study subject (module) no more than twice.

255. If a student does not acquire knowledge and skills to obtain a positive assessment during repeated studies, in accordance with this Regulation 254 the rector shall make a decision to terminate the student's study agreement upon the provision of the Dean of the Faculty in the Rectorate. The decision shall be executed by order of the Rector.

## **SECTION X**

### **ASSESSMENT ETHICS**

256. The evaluation process of students' achievements follows the principles of academic ethics.

257. The evaluators are guided by the principles of maximum benefit for the learning process of the student and objectivity. Assessments of a personal nature, degrading the dignity of the person or violating general ethical principles shall not be admissible.

258. The evaluators follow the principle of privacy (confidentiality) of the evaluation results unless other legislation does not provide for special provisions for publication of results.

259. Students and listeners involved in any form of evaluation process perform the assessed work in accordance with the principles of academic integrity (independent work, non-plagiarism, correct citation of authors, non-use of artificial intelligence software, and others).

260. The evaluation process does not allow any means of influence to assessors (gifts and other rewards, pressures or others).

261. Reports of violations of evaluation ethics are submitted to the Dean of the Faculty by e-mail. Reports may be submitted by the evaluated, evaluators, evaluation observers or other members of the academic community. A notice may be submitted to the Dean of the Faculty no later than within 2 working days of the occurrence of a corresponding violation of ethics or of becoming aware of the violation of such ethics.

262. To investigate violations of evaluation ethics no later than within 2 working days from the referral to the Dean of the Faculty, the Dean of the Faculty shall form a committee of 6 representatives of the Administration and/or lecturers and 3 representatives appointed by the Student Representative Office.



263. The form of the Committee's activities is a closed session. Meetings of the Committee shall be legal if they involve more than half of the members of the committee. The Chairperson of the Committee shall be appointed by the decree of the Dean.

264. Violations of evaluation ethics are dealt with orally. During the hearing, written and oral explanations of the violation of the suspect and other interested persons are examined. In the absence of written explanations from the person concerned or the persons concerned, shall not prevent the established committee from examining an infringement of the assessment ethics and from making a decision.

265. The Committee shall, after examining a possible breach of the assessment ethics, adopt one of the following decisions:

265.1. To acknowledge the absence of an ethical violation;

265.2. To determine the existence of a violation of the evaluation ethics and to submit a proposal to the Dean of the Faculty for the cancellation of the evaluation results and (or) the application of disciplinary penalties.

266. The Committee shall make a decision no later than 3 working days after the establishment of the Committee.

267. The Committee's decisions on procedural decision-making violations can be appealed to the Committee for the Examination of Student Disputes with the Administration and Other Staff.

## **SECTION XI ACADEMIC HONESTY**

268. Violations of academic integrity during assessments include:

268.1. Speaking, meaning communication (communicating) with other persons participating in the evaluation procedure on the matters of the study programme. It shall be prohibited to speak at the time of the assessment unless otherwise publicly indicated before the assessment. In case of first offence, the student or listener is warned, the warning is marked in the assessment report or assessment sheet. A penalty provided for in paragraph 337.4 of this Regulation shall be imposed repeatedly to the student or the listener who has committed the same offence;

268.2. Possession and use of mobile phones and other unauthorised sources of information. Where it is established that a student or a listener has or uses unauthorised sources of information, by the use of a mobile phone, the student shall be subject to the penalty provided for in paragraph 337.4 of this Regulation;

268.3. Copying from another student or listener. Copying all or part of the assessment work from another student or listener is considered to be unauthorised use of information sources. If it is established that a student or a listener has copied from another student or listener, the penalty provided for in paragraph 337.4 of this Regulation shall be imposed on him/her;

268.4. Impersonating another student or listener. If it is established that another person intends to participate or participates in the evaluation process on behalf of a student or listener, the penalty provided for in paragraph 375.4 of this Regulation shall be imposed on the student or listener on whose behalf the other person has participated or intended to participate in the evaluation process. If a person who intends to participate or has participated in an assessment procedure instead of a student or a listener is studying at the university, he or she shall also be subject to the penalty provided for in paragraph 337.4 of this Regulation.

269. The following cases are considered to be academic dishonesty when preparing written works:

269.1. Plagiarism, meaning intellectual theft of various types (texts, visual materials), deliberate appropriation of research data and simulation and falsification of scientific or other written work

(including unauthorised use of artificial intelligence and other unauthorised software) and use of data in scientific works (essays, reports, coursework, projects, theses of scientific work, in final works and other works evaluated by students or listeners), without indicating the source of knowledge. In case of suspicion of plagiarism of work, the Dean of the Faculty shall form the Committee in accordance with the procedure laid down in paragraph 307 of this Regulation. All final theses are subject to mandatory screening for plagiarism; other written work can be checked if there is a suspicion of plagiarism;

269.2. Duplication of work – use of scientific or other written work or part thereof repeatedly (re-submission for evaluation), when the written work was presented and (or) defended in this or another scientific and study institution in Lithuania or abroad, without specifying it in the sources. The duplication of work shall be decided by the Committee established by the Dean of the Faculty in accordance with the procedure laid down in paragraph 270 of this Regulation;

269.3. Falsification of research data. The data used in the scientific work must be collected by the author of the work or the source of their publication indicated. Research data counterfeiting is an academic dishonesty and a violation of research ethics. The duplication of research data shall be decided by the Committee established by the Dean of the Faculty in accordance with the procedure laid down in paragraph 270 of this Regulation;

269.4. Other cases not provided for in paragraph 306 of this Regulation, which by deception seek better (or more favourable to the student) results. The decision regarding academic dishonesty will be made by the Committee established by the Dean of the Faculty in accordance with the procedure laid down in paragraph 270 of this Regulation;

270. Reports of academic dishonesty are submitted to the Dean of the Faculty by e-mail. Reports may be submitted by the evaluated, evaluators, evaluation observers or other members of the academic community. A notice may be submitted to the Dean of the Faculty no later than within 2 working days of the occurrence of a corresponding academic dishonesty or of becoming aware of the academic dishonesty. In the event of a report that the student or listener was dishonest, the Dean of the relevant faculty in which the student or listener is studying shall form a Committee within 4 working days of receipt of the notification. The Committee shall consist of 1/3 university lecturers (one lecturer must be appointed from the study department other than the one in which the work was written), 1/3 faculty administration representatives and 1/3 students delegated by the student representative office. The Committee in the cases provided for in paragraph 268 of this Regulation, not later than within 5 working days, and in the cases provided for in paragraph 269 of this Regulation, not later than 4 working days after its conclusion, assesses whether there are academic dishonesty facts foreseen in paragraphs 268 and 269 of this Regulation in the work and present their findings to the Dean of the Faculty. The Committee may use all technical means necessary to assess the fact and extent of academic dishonesty. Upon confirmation of the fact of academic dishonesty, the Dean of the Faculty shall provide the Rector with a decision to consider the imposition of the penalty provided for in paragraph 337.4 of this Regulation on the student or the listener.

## **CHAPTER IX**

### **PROCEDURES FOR THE DETERMINATION AND COMPARISON OF THE RESULTS OF STUDIES**

#### **SECTION I**

#### **ASSIGNING THE STUDENT'S ACHIEVED STUDY RESULTS TO THE ACHIEVEMENT ASSIGNMENTS LEVEL**

271. The period of academic learning (study) for comparison of the student's study results:

271.1. The results of the student's studies are compared with the results of the studies of the relevant field and form of the same course in which he/she is studying (hereinafter – the course). The limits

of the study programme in the procedure for determining and comparing student study results are not respected;

271.2. The results of the studies achieved by the student after completion of the module (subject) are assessed by assigning them to the level of achievement. After the assessment period, not exceeding one year of study, the level of achievement of the assessment period during the assessment period is determined for each student;

271.3. The determination and assignment of the student's achieved results to the achievement levels takes place annually, after the end of the evaluation period, in each first cycle and integrated study course;

271.4. The assessment period shall not exceed one year of study, which shall start on 1 September and end on 31 August;

271.5. If the period of study of the module (subject) does not coincide with the period of study of the assessment, the achievements of the study of this module (subject) shall be included in the calculation of the level of achievement of the studies of that period, in which the results of the studies of this module (subject) shall be evaluated;

271.6. The credit volume of modules (subjects) shall not be taken into account when determining the level of achievement of studies during the assessment period, except in the cases set out in paragraph 320.8.

272. There are three levels of study achievement: Excellent, typical and threshold:

272.1. The excellent level of achievement includes a student who: knows the latest sources, theories and principles of the study subject (field) and is able to develop and expand on new ideas; is able to apply knowledge and solve complex and atypical problems of the study field and related professional activities; be able to independently collect, evaluate, interpret data and make decisions based on it; be able to logically convey information, ideas, problems and decisions by communicating with specialists in their field of study and other fields of study; have the learning abilities necessary for further studies and independent learning;

272.2. The typical level of achievement student is a student who knows the most important theories and principles of his/her subject (field) and can justify the essential achievements of the field of study; is able to apply the knowledge to solve the standard problems of his/her field of study or related professional activities; can independently collect, evaluate and interpret the data of their field of study necessary for decision-making; able to convey the usual information, ideas, problems and decisions of the field of study; have the learning abilities necessary for further studies and independent learning;

272.3. A student is assigned to the threshold level of achievement, is a student who: knows the most important theories and principles of his/her study subject (field); is able to apply knowledge in solving simple problems of his/her study field; can participate in collecting, evaluating and interpreting the data of his study field, necessary for making decisions; is able to convey the main information, ideas, problems of the study field; has independent learning abilities.

273. A student who has not incurred academic debts, has fulfilled all the requirements for the study programme during the evaluation period and has reached an excellent or typical level of achievement is considered to be a good student. An academic debt shall be considered to be an academic assessment which has not been passed during the assessment period, not exceeding one year of study, in accordance with Chapter VIII, Section VIII of this Regulation:

273.1. The student shall be considered to have reached an excellent level of achievement if at least four fifths of the modules (subjects) are of excellent level and the other not lower than the typical level;

273.2. The student is considered to have reached a typical level of achievement if at least three quarters of the assessments of modules (subjects) are of a typical or excellent level, while the others are of a threshold level;

- 273.3. The student is considered to have reached the threshold level of achievement if he/she has been assessed for all modules (subjects), but his/her study achievements do not reach the typical level.
274. The mathematical rounding rules do not apply when assigning the student's evaluation period results to the achievement level.
275. The assignment of students' study results to the level of achievement shall be carried out by the persons delegated by the heads of the Study Centre and the Information Technology Centre and approved by the order of the Rector in accordance with the principles set out in paragraphs 283 to 285 of this Regulation.
276. The ten-point scale of the assessment of the results of the studies is linked to the level of the achievements of the studies as follows: Excellent level of achievement – 9 and 10; typical level of achievement – 7 and 8; threshold level of achievement – 5 and 6 (*see*. Paragraph 217).
277. The number of good students (hereinafter – the list) is formed annually and, if necessary, after the first semester of studies. The list is formed by placing the results of the students' studies in descending order. Persons delegated by the Head of the Study Centre and the Heads of the Information Technology Centre and approved by the Rector's order are responsible for creating a list and submitting data to the Dean's Offices and other institutions.
278. If the student has academic debts, at the end of the assessment period, due to circumstances defined in paragraphs 4.40. and 332, the results of their studies shall be decided by a permanently functioning Committee established by order of the Rector. The Committee shall be composed of the Deans of all faculties of the University, one representative of the Study Centre, one representative of the Information Technology Centre and one representative of students delegated by the Student Representative Office.
279. Students on academic leave shall not be enrolled in a list of excellent students, except where a person is applying for compensation for the cost of studies in accordance with the procedure laid down in Section II of Chapter IX of this Regulation.
280. The ranking of excellent students shall be established and the procedures for comparing the results of the student studies shall be carried out within 10 working days of the deadlines for the liquidation of academic debts for the academic year laid down in this Regulation. The list is fixed on September 1 of the current year.
281. All student evaluations must be entered into the LSMUSIS by the end of the evaluation period (within 5 working days of the end of the semester debt liquidation week or the school year debt liquidation week).
282. At the end of the evaluation period (5 working days), all student evaluations received during the respective periods are counted and the level of achievement of each student is determined.
283. Students of the same study field, form and course shall be determined and compared by their results of studies, sorted by the results of the period not exceeding one year, according to the following priority:
- 283.1. Level of achievement – excellent, typical, threshold;
- 283.2. The number of assessments of excellent achievement level;
- 283.3. Re-passed subjects, meaning if the same exam or independent study (project) is repeated, repeated several times (due to negative evaluation), the final assessment is calculated for the determination of the level of achievement, and priority is given to students who received the assessments first time;
- 283.4. Arithmetic mean of the assessments;
- 283.5. The sum of assessments of excellent achievement level;
- 283.6. The sum of assessments of excellent and typical achievement level;

- 283.7. The sum of all assessments;
- 283.8. Assessment of the subject with the highest credit volume;
- 283.9. Average of studies, competitive score for first-year students.
284. Repeat, credited and Erasmus-based assessments are not considered in the ranking of excellent students.
285. In the process of forming a number of excellent students according to paragraph 283, the number of students whose grades received at LSMU during the assessment period is at least equal to the grades provided for in the study plan for the relevant course in one semester.
286. Two lists are drawn up for the determination and comparison of student study results: Students studying in state-funded and non-state-funded places.
287. All students with a threshold or no achievement level are sent an email notification of the possibility of losing a state-funded place. Within 2 working days, the student may submit a claim to the Chair of the Student Study Results Determination and Comparison Committee on the poorly defined level of achievement.
288. For a student whose first-cycle or integrated studies are state-funded, after an assessment period of no more than one year of study, the state funding for studies shall remain provided if it meets the criteria for excellent learning set out in paragraph 273. If a student does not meet the criteria for excellent learning, he/she shall lose state funding, except in the case specified in paragraph 289. A student who has lost state funding for studies must pay a fixed tuition fee, while a vacant state-funded study place is ranked best in the same study field in the same course and according to the same study form in the non-state-funded study place by a student who meets the criteria of excellent learning.
289. If there are no students studying in the relevant field of study and form of studies in the course of studies of the first cycle of studies and integrated studies, who meet the criteria of excellent learning, do not have students studying in the state-funded study places and who do not have academic debts, the state funding for studies remains, although the level of achievements of their evaluation period is at a threshold.
290. If the number of vacant state-funded study places is higher than the number of non-state-funded students who meet the criteria for excellent learning, these places are not occupied.

## **SECTION II**

### **COMPENSATION FOR THE FEE PAID FOR STUDIES**

291. The tuition fee actually paid for the studies or its part, not higher than the standard tuition fee, is compensated for those who have completed the study year with the best results, who studied the study year or part of it at the University's non-state-funded first and second cycle or integral study places.
292. Students who study in non-state funded places who apply for study fee compensation are sorted in the study direction according to the study results of a period not exceeding one year, according to the following priority:
- 292.1. Level of achievement – excellent, typical, threshold;
- 292.2. Re-passed subjects, meaning if the same exam or independent study (project) is re-passed, repeated several times (due to negative evaluation), the final assessment is calculated for the determination of the level of achievement, and priority is given to students who received the assessments first time;
- 292.3. Arithmetic mean of the assessments;
- 292.4. The sum of assessments of excellent achievement level;
- 292.5. The sum of assessments of excellent and typical achievement level;

- 292.6. The sum of all assessments;
- 292.7. Assessment of the subject with the highest volume of credits;
- 292.8. Average of studies, competitive score for first-year students.
293. Repeat, credited and Erasmus-based assessments are not considered in the ranking of excellent students.
294. In the process of forming a list of excellent students according to paragraph 292, the list of students whose grades received at LSMU during the assessment period is at least equal to the grades provided for in the study plan for the relevant course in one semester.
295. The list of students studying in a non-state-funded place, who are offered to be compensated for the fee paid for their studies, shall include the students specified in paragraph 291 of this Regulation, whose total number is not more than 10 percent of the number of persons who completed the first and second cycle or integrated studies in that year of study.
296. The list of students who are offered to be compensated for the fee paid for their studies shall not include:
- 296.1. Students who do not meet the criteria of an excellent student;
- 296.2. Students who do not have the right to reimbursement of the study fee in accordance with the provisions of paragraph 2 of Article 80 of the Law on Science and Studies of the Republic of Lithuania;
- 296.3. Students who received a study scholarship for the period of study for which they received a study scholarship;
- 296.4. Students who have completed a permanent compulsory military service or basic military training for which compensation for the part of the fee paid for their studies has been granted for the period of study for which they have been compensated;
- 296.5. Students who have studied in non-state funded places during the evaluation period have terminated their study agreements and entered the state-funded places of the same study programme are not included only to the list of students of those evaluative years who are applying for the compensation of the fee for studies.

## **CHAPTER X**

### **PART-TIME STUDIES**

297. Students may study certain subjects (modules) of the study programme at other universities in accordance with the procedure laid down in this Regulation, while students at recognised universities in other countries may study certain subjects (modules) of the study programmes at the University.
298. Students can study according to the harmonised study content of part-time studies and according to the non-harmonised study content of part-time studies.
299. For the coordinated content of part-time studies, students are accepted or leave according to the prepared and approved student learning agreements of the sending and receiving institution.
300. Students who come to the University for part-time studies are given a registration number, a student card is issued, and they are entered into the database of the study information system and transferred to the national student register. For these students, an individual study schedule is established.
301. The results of the part-time studies shall be evaluated and certified by a certificate.

302. The total duration of part-time studies at other higher education institutions may not exceed 75 per cent of the total duration of the study programme, unless otherwise specified in legislation or agreements.

303. Students leaving for part-time studies according to the agreed content must conclude a tripartite learning agreement with the University and the host higher education institution, in which, taking into account the required study results, the study subjects (modules) studied at another institution and taken into account at the University are foreseen.

304. A student who has left for part-time studies according to official exchange programmes carried out at the University shall be awarded a university scholarship in accordance with the applicable scholarship award regulations according to the results of studies prior to departure for studies according to the official exchange programmes carried out at the University and shall be applied during the entire period of these studies.

305. For a student who has returned from studies according to the official exchange programmes carried out at the university, the university scholarship is calculated on the basis of the study results achieved by the current semester university and is valid until the end of the next semester.

306. For a student receiving any other scholarship, their payment during the period of study abroad is not interrupted.

## **CHAPTER XI CREDIT OF STUDY RESULTS**

### **SECTION I**

#### **CREDITING OF STUDY RESULTS ACCORDING TO THE AGREED STUDY CONTENT**

307. The results of the studies of a person who has studied at another higher education institution or a foreign higher education institution under an agreement of part-time studies, an agreement concluded between higher education institutions or a higher education institution and a foreign higher education institution or on another lawful basis, shall be taken into account without restriction, unless there have been violations of requirement of an agreement or other document for the subjects studied has been established.

308. A person wishing to include the results of studies shall submit to the curator of the study programme an official certificate of study of another higher education institution, which must indicate the period of study at another higher education institution, the names of the subjects (modules) studied, the assessments and the number of credits accumulated. The credit of the results of the studies shall be recorded by an assessment card.

309. If not due to the fault of the student, he/she has not listened to and not read subjects (modules) according to the agreed content of studies, after returning to continue his/her studies, it is possible to listen to the missing volume of subjects and settle them free of charge.

310. A student who has not completed or has not fully completed the study agreement (e.g., having received negative assessments of subjects (modules)) is given the opportunity to liquidate debts within a period of two semesters (taking into account the schedule of studies of that subject (module) taught at the university).

311. In the event that the student leaves for part-time studies only for part of the semester or the beginning or end of the study period at a foreign higher education institution does not coincide with the beginning or end of studies at the University, with the permission of the Dean of the Faculty, they are given the opportunity to settle for the remaining untaken subjects (modules) before leaving or returning. The assessments of subjects (modules) studied at the University shall be recorded in the sheets in accordance with the procedure established by this Regulation.

312. The basis for the crediting of the results of students who have studied in a foreign higher education institution at the University is the European credit transfer and accumulation System (ECTS). In accordance with the provisions of this Regulation, academic recognition between institutions engaged in student exchange is envisaged. The period of study in a foreign higher education institution is recognised as part of the study programme, while the subjects (modules) studied abroad are positively evaluated, the grades received, and credits are fully recognised and credited to the study programme.

313. In the event that the student travels abroad for only part of the semester or the beginning/end of the study period abroad does not coincide with the beginning or end of the study at the university, the permission of the Dean of the Faculty gives them the opportunity to settle for the remaining outstanding subjects (modules) before leaving or returning. The assessments of subjects (modules) studied at the University shall be recorded in the sheets in accordance with the procedure established by this Regulation.

314. On LSMUSIS student fills in the assessment card, transfers the names of subjects (modules) recorded in the study certificate in English and original languages, translations of titles into Lithuanian, accumulated credits and assessments of subjects (modules) according to the scale of assessment of the foreign higher education institution and (or) the scale of ECTS grades.

315. The programme curator who has received a certificate of study:

315.1. Determines and assess whether the subjects (modules) and accumulated credits of study abroad studied and settled by the student correspond to the subjects (modules) and their scope in credits provided for in the student's study agreement (or its amendments);

315.2. Verifies the student's completed electronic assessment card, it is approved by the University's LSMUSIS and specifies which subjects (modules) of the student's study programme will not need to be studied or will need to be studied in part;

316. The assessments of subjects (modules) studied in the exchange programmes carried out by the University are recorded on the scale of assessment of the other higher education institution and are not transferred to the scale of university grades.

317. If a student has studied a subject (module) but has not passed the examination, they are allowed to retake the examination of that subject (module) in accordance with the procedure established by this Regulation. In this case, the subject (module) is considered to be part-studied at the university, and the resulting examination assessment is entered on the sheet in accordance with the procedure laid down by this Regulation.

318. If the student has not passed the subject (module) exam and has not accumulated the required number of credits, he/she must study the subject (module) on the full-scale study programme in which this student is studying for the relevant period of study and the relevant volume (counting credits). In this case, the subject (module) is considered to be a studied university, and the resulting assessment is recorded in the electronic sheets in accordance with the procedure laid down by this Regulation.

319. A student whose studied subject corresponds to the content and credits of a part of the study programme module and the remaining part of the module must study at the University. In that case, the student shall be credited, and the assessment card shall include the module of the study programme, indicate which part of the module the student has completed in another higher education institution and the number of credits from the total amount of credits from the module consists of credits from the subject studied in another higher education institution.

320. A member of staff of the Study Centre appointed by the Rector, responsible for crediting the results of partial studies (hereinafter referred to as the coordinator), shall perform the final inclusion of the results of the studies in accordance with the procedure set out in the Section I of Chapter XI of this Regulation.



## **SECTION II**

### **INCLUSION OF STUDY RESULTS ACCORDING TO THE NON-HARMONISED STUDY CONTENT**

321. The results of the studies of a person who has studied or studying in the same or another higher education institution or in a foreign higher education institution according to the incompatible content of studies shall be taken into account after assessing the formal requirements of the study results and compliance with the subject requirements of the desired study programme.

322. A student wishing to include the results of the studies shall submit to the programme curator:

322.1. An application specifying the study programme in which they are studying, the names of the subjects applied for and their equivalents at the University;

322.2. Documents and their copies on the results of studies:

322.2.1. A diploma, its Supplement (Appendix) and descriptions of subjects, if the person has acquired a higher education qualification;

322.2.2. A certificate of studies and descriptions of subjects, if the person is a student of a higher education institution or a foreign higher education institution or has completed studies or part thereof;

322.2.3. If a person wishes to credit the results of studies in the same higher education institution where they study, has obtained higher education or has studied but has not completed their studies, there is no need to provide descriptions of subjects.

323. The curator, in accordance with the legal acts of the Republic of Lithuania, assesses the formal requirements of studies:

323.1. The status of a higher education institution or a foreign higher education institution and the quality of studies. If necessary, contacts the relevant authorities (e.g., ENIC-NARIC National Centres) to obtain the necessary information about that higher education institution. Only the results of studies achieved in officially recognised institutions of science and studies in Lithuania or another country, the quality of studies of which is beyond doubt are recognised;

323.2. According to the documents provided by the person – type of studies, type of study programmes, study form, study descriptions.

324. Based on the Diploma Supplement (Appendix), the Certificate of study and the descriptions of subjects, the curator of the programme assesses the compliance of the results of studies and the requirements of the subjects of the programme intended to be studied in accordance with the following procedure:

324.1. Subjects shall be included if they correspond to the essential objectives of the study programme and the competences specified in the results of the studies;

324.2. Subjects freely chosen by the student shall be legible without limitation;

324.3. Final thesis and/or final examination shall not be included;

324.4. The total scope of the subjects of the college/non-university study programmes, which are taken into account instead of the subjects of the university first cycle study programme, may not exceed half of the scope of the university first cycle study programme;

324.5. No more than 75 % of the scope of the same cycle study programme may be included; the included part may include other (lower) study cycle or study (training) programme type compared to the intended study programme, subjects, but their scope may not exceed:

324.5.1. 75% of the scope of the intended to be studied first cycle study programme;

324.5.2. 40% of the scope of the intended to be studied integrated or postgraduate study programme;

324.6. The programme curator must make sure that the descriptions of the subject provided by the student correspond to the official version and the version valid during the studies;

324.7. If necessary, the curator shall consult with the lecturer coordinating the relevant subject at the University regarding the crediting of the subject.

325. If the subject requirements of the study programme or the desired study programme are met, the programme curator may, by submitting a proposal to the coordinator for the assessment of the subjects:

325.1. Count several studied subjects as one;

325.2. Include one study subject in place of a few;

325.3. Credit part of the studied subject if it is not less than 1 credit volume.

326. Taking into account the proposals of the programme curator, the coordinator shall make the final decision on the inclusion of the results of the studies within one month of receipt of all the documents referred to in paragraph 360 of this Regulation.

327. The names of the subjects included their scope in credits and the assessments shall be entered in the Supplement (Appendix) to the diploma issued, the study certificate shall, instead of the subjects specified in the study programme, it will be indicated next to each subject at which higher education institution the subject was studied.

328. The names of subjects, evaluations, name of the other country and foreign higher education institution, other data related to the credit of the results of studies, are entered in the Diploma Supplement (Appendix) or the Certificate of Study in Lithuanian and English.

### **SECTION III**

#### **APPEALS ON THE INCLUSION OF STUDY RESULTS**

329. If a person does not agree with the decision on the inclusion of the study results, they shall have the right to appeal to the Rector within 10 days of the decision provided for in paragraph 364 of this Regulation.

330. The appeal of the student regarding the inclusion of the study results shall be examined by the Appeal Committee established by the Rector. The Appeal Committee shall consist of 3 staff members of the University and 3 members delegated by the Student representatives. The Appeal Committee shall make its decision by a majority within 15 working days from the date of the appeal. The Appeal Committee may extend this time limit by reasoned decision. The Appeal Committee shall inform the student of the decision made within 2 working days from the date of the decision of the Appeal Committee.

331. The University Dispute Resolution Committee does not examine appeals regarding the inclusion of study results.

### **CHAPTER XII**

#### **PRINCIPLES OF COORDINATION OF STUDIES AND PARTICIPATION IN OTHER ACTIVITIES OF THE UNIVERSITY**

332. The aim of the coordination of studies and participation in other activities of the University is to create favourable conditions for students to participate in other activities of the University: to represent the University and to promote the name of the University. Participation in other activities of the University includes:

332.1. Participation in the necessary events, when required by the position or when the University is being represented (meetings of the Council, Senate, Faculty Councils, University Committees or mass events requiring representation of the University, in Lithuania or abroad);

332.2. Participation in events beneficial to the University (promotion of the name of the University, representation of student organisations or academic community, etc.).

333. Participation in other activities of the University provided for in paragraph 332.1 of this Regulation shall be considered as an important reason for addressing the issues of attendance and evaluations. In such a case, no disciplinary penalties may be imposed for missed work or assessments, conditions are allowed for the fulfilment of the programme and (or) the assessment of the semester.

334. Participation in other activities of the University provided for in paragraph 332.2 of this Regulation may be considered as an important reason and this shall be taken into account when dealing with the issues of attendance and academic evaluation. Students wishing to attend the event must coordinate their departure with the Dean of the Faculty and inform the relevant study units about the departure and inability to participate in lectures, works or evaluations.

### **CHAPTER III**

#### **RIGHTS AND DUTIES OF STUDENTS AND LISTENERS**

335. Students who have distinguished themselves in academic, creative, public or sporting life at the University may be given the following incentives:

335.1. Praise;

335.2. Gratitude;

335.3. Diploma certifying scientific, creative or sports achievements;

335.4. Study grants, incentive scholarships (including one-time scholarships), nominal scholarships;

335.5. Other incentives which do not contradict the legislation of the Republic of Lithuania and the internal legislation of the University.

336. Listeners who have distinguished themselves in academic, creative or sporting life of the University may be given incentives provided for in paragraphs 335.1. to 335.3. And 335.5. of this Regulation.

337. Students and listeners who violate the requirements of the laws of the Republic of Lithuania, the University Statute and other legal acts, the requirements of the provisions of this Regulation and other legal acts regulating the internal procedures of the University, the University Code of Ethics may be subject to the following penalties:

337.1. Note;

337.2. Reprimand;

337.3. Severe reprimand;

337.4. Removal from the university.

338. A student or a listener may be removed from the University on the grounds of the Law on Science and Studies, in accordance with the procedure established by this Regulation, if he or she has grossly violated the provisions of the Law on Science and Studies, the Statute of the University or the acts establishing internal procedures, has violated the duties or ethical principles of the student or the listener. A serious infringement shall be deemed to be:

338.1. Behaviour of the student or the listener, discrediting the university, degrading human dignity, or other actions that directly violate human constitutional rights;

- 338.2. Violation of the principle of fair competition, copying, plagiarism or other cheating related to the assessment of the student's or the listener's knowledge during the examination or other evaluation;
- 338.3. Systematic violation of the norms of discipline, internal order or ethics, which is manifested by the fact that a student or a listener who has been subject to disciplinary sanctions at least once in the last twelve months is again in violation of the provisions of the Law on Science and Studies, the University Statute or the acts establishing internal order, the duties of the student or listener or the principles of ethics;
- 338.4. Violation of the equal rights of women and men or sexual harassment of members of the academic community or other persons;
- 338.5. Violence against members of the academic community and other persons, destruction of the University's property or provocation of such actions;
- 338.6. Discrimination on grounds of gender, sexual orientation, race, nationality, language, origin, social position, belief, convictions or views, encouragement of such conduct;
- 338.7. Being drunk or intoxicated with drugs or toxic substances at the university during the study process;
- 338.8. Failure to fulfil financial obligations under the study agreement.
339. In the case referred to in paragraph 338.8 of this Regulation, a penalty may be imposed only if the financial obligations are not fulfilled for more than 14 working days from the date of their payment. After the specified deadline, a warning is sent to the student – if the student's financial obligations are not fulfilled within 14 working days of sending the warning to the student, a penalty will be imposed on him/her. A student who has not fulfilled his/her financial obligations within the additional time limit shall be fined in accordance with the procedure laid down by this Regulation. The Rector shall have the right to decide not to impose a penalty and to arrange not fulfilled financial obligations in instalments if such distribution of financial obligations is requested by the student through LSMUSIS.
340. If a penalty is imposed on a member of the Student Representative Office, the consent of this representative office must be obtained, unless a penalty is imposed for failure to comply with the requirements of the study programme. The representatives of the Student Representative Office have the right to express their disagreement and inform the person responsible for imposing the penalty in writing not later than within 3 working days of becoming aware of the request to impose a penalty. If the disagreement of the Student Representative Office is not received within the specified time limit, it shall be considered that there is no objection to the imposition of a penalty by the Student Representative Office. If the Student Representative Office expresses its disagreement with the imposition of a penalty on a person, a penalty may be imposed on a member of the Student Representative Office by a decision of the Senate.
341. The Rector shall have the right to impose all the incentives referred to in paragraph 335 of this Regulation and the penalties referred to in paragraph 337. The penalties referred to in paragraph 337 of the Regulation shall be imposed by the consent of the Rector on the recommendation of the Dean of the Faculty or the Student Representative Office. The decision on the imposition of an incentive or penalty shall be made by the Rector whose decision is formalised by the order. Applications for penalties or incentives shall be submitted through the Dean of the relevant Faculty.
342. The provision of the Dean of the Faculty to the Rector for the imposition of the penalties provided for in paragraphs 337.3 and 337.4 of this Regulation shall be discussed at the nearest meeting of the Rectorate.
343. The penalties referred to in paragraphs 337.1. To 337.2 of the Regulation may be imposed by the Deans of the Faculties and any incentives referred to in paragraph 335 (excluding scholarships) may be awarded by the Deans of the Faculties. Applications for an incentive or penalty shall be submitted directly to the Dean of the relevant Faculty.

344. The Rector or the Dean of the Faculty may impose penalties on students and listeners also on their own initiative.

345. If the penalty is imposed on the initiative of the Rector or the Dean of the Faculty, they shall inform the Students Representative Office not later than within 1 working day in order to decide, if necessary, on the refusal to impose a penalty referred to in paragraph 340 of this Regulation.

346. Applications for the imposition of penalties on students or listeners submitted in accordance with paragraphs 339, 342 and 344 of the Regulation shall be registered and the date and place of their imposition shall be indicated. The written imposition shall be signed by the person receiving it.

347. The Rector or the Dean of the Faculty shall make a decision on the imposition of an incentive or penalty not later than within 5 working days of consideration in the Rectorate, but in the case specified in paragraph 341 of this Regulation – only after the consent / disagreement on the imposition of a penalty of the Student Representative's Office or after the deadline specified in paragraph 340 of this Regulation for the submission of the consent of the Student Representative's Office.

348. The Rector or the Dean of the Faculty shall make one of the following decisions:

348.1. To impose a penalty;

348.2. To refuse to impose a penalty;

348.3. To award an incentive;

348.4. To refuse to award an incentive.

349. The decision provided for in paragraph 348 of this Regulation shall be executed by the order of the Rector or by the decree of the Dean of the Faculty, respectively.

350. No later than within 2 working days from the issue of the order, the person who applied for the appropriate penalty or incentive shall be informed of the decision made and the student or listener who has been assigned an incentive or penalty.

351. The lecturer may remove the student or the listener from the class because of his/her inappropriate behaviour that prevents the student from conducting studies. The lecturer notes this as a missed activity and informs the Head of the study unit in writing (either by internal message or by e-mail).

352. A student or a listener who does not agree with the imposition of an incentive or penalty shall have the right not later than within 10 working days from receipt of the decision of the Rector or the Dean of the Faculty to apply in writing to the Dispute Resolution Committee in accordance with the procedure approved by the Senate for the Examination of Student Disputes with the Administration and Other Staff.

## **CHAPTER XIV**

### **COMPLETION OF STUDIES**

353. The study programme is completed by the assessment of the student's achievements during the defence and (or) final examinations of the final thesis (project) and after the person has fulfilled all the requirements of the chosen study programme.

354. The student may take an exam or defend the final thesis of the programme with the permission of the Rector, the Dean of the Faculty. The decision to allow the student to take the final exam or to defend the final thesis is made by the order of the Rector.

355. The final exam is not allowed to be taken or defended by a student with academic debts.

356. When the Rector issued an order allowing the student to take the final examination or defend the final thesis, not later than within 3 working days from the issuance of such order, but not later than 3

working days before the date of the final examination or the defence of the final thesis, the decision of the rector or vice-rector shall determine the date of the final examination or the defence of the final thesis, the Committee for the Assessment of the Final Examinations or the Defence of the Final Thesis shall be formed and the Appeal Committee shall be formed no later than 10 working days in advance of the final examination.

357. The evaluation of the final exam or the defence of the final thesis of the programme is recorded in the electronic sheet of the final exam or the defence of the final thesis (for those who were admitted before 2017 – in the standard study book) in the final exam section of the programme.

358. A student who has not passed the final exam of the programme or who has not passed or defended the final thesis of the programme before the end of the semester is removed from the list of students.

359. If the student does not agree with the evaluation of the final examination of the programme or the final thesis of the programme, he/she has the right to appeal in accordance with the terms and procedure provided for in Section VII of Chapter VIII of this Regulation.

360. Persons who have completed the degree are issued with documents of higher university education in the form established by law:

360.1. For those who have completed the first cycle (bachelor's) studies – diploma and supplement confirming the bachelor's degree and/or professional qualification in the field of studies or the diploma and supplement confirming the bachelor's degree in the main field of studies and the related field of studies;

360.2. For those who have completed second cycle (postgraduate) studies, a diploma confirming the master's degree and/or professional qualification in the field of studies and its supplement;

360.3. For those who have completed integrated studies, a diploma confirming the master's degree and/or professional qualification in the field of studies and its supplement;

360.4. Persons who were admitted in 2017 and later, who have completed the degree granting studies, are issued with documents of higher university education in the form established by the legislation:

360.4.1. For those who have completed the first cycle studies, a diploma and supplement confirming the bachelor's degree and/or professional qualification of the group of study fields or a diploma and supplement confirming the bachelor's degree of the main study field and the related study field;

360.4.2. For those who have completed the second cycle or integrated studies, the diploma confirming the master's degree and/or professional qualification of the group of study fields and its supplement;

360.5. For a person who has completed a joint study programme in different countries shall be issued with one document certifying the higher education qualifications of the partner higher education institutions or two or more documents certifying the national higher education qualifications, issued by two or more partner higher education institutions and each partner higher education institution in accordance with the procedure established by the legislation of the partner state.

361. Diplomas with distinction are awarded to:

361.1. Graduates of the first cycle who have completed the degree-granting study programmes particularly well, i.e., the grades of all subjects (modules) of the study programme are not less than 8 points ("good") and the average of all assessments is not less than 9 points ("very good"), while the final work and/or final examination is rated at 10 or 9 points ("very good" or "very good")

361.2. Graduates of the second cycle who have completed the degree-granting study programmes especially well, i.e., the grades of all subjects (modules) of the study programme are not less than 9 points ("very good") and the average of all assessments is not less than 9.5 points, and the final thesis is rated 10 points ("excellent");

361.3. Graduates of integrated studies who have completed the degree-granting study programmes especially well, i.e., the grades of all subjects (modules) of the study programme are not less than 8

points (“good”) and the average of all evaluations is not less than 9 points, and the final thesis and final examination of the programme are rated 9 or 10 points (“very good” or “excellent”).

362. If a student has studied part of the subjects (modules) of the programme in another higher education institution, the following additional information shall be provided in the Supplement to the diploma issued:

362.1. The subjects (modules) studied at another higher education institution are recorded in the Diploma Supplement issued by the University on the basis of information on subjects (modules) studied at another higher education institution and credited at the University, their scope in credits and their assessments in the electronic database of the University LSMUSIS;

362.2. The Diploma Supplement lists the subjects (modules) of study studied in a foreign higher education institution, indicating in which country and in which higher education institution these subjects (modules) were studied;

362.3. The study subject (module) studied in another higher education institution is marked with an agreed-on mark and the original number of credits of subjects studied in another higher education institution is indicated;

362.4. If a student has studied subjects at a foreign higher education institution, the name of that institution shall be written in Lithuanian in the Diploma Supplement, the original name shall be indicated in brackets;

362.5. When issuing the university graduation diploma, a certificate of study received from another higher education institution about the subjects (modules) studied there, accumulated credits, assessments and other description of the higher education institution evaluation system (will be marked on the scale of assessment of the other higher education institution, equivalent ECTS and verbal assessment) shall be added. Copies of the study certificate are stored in the student’s personal file at the Dean’s Office and at the International Relations and Study Centre of the University (if they were studied in a foreign higher education institution);

362.6. If the student has prepared/defended his/her final thesis (bachelor, master) in another higher education institution, the Diploma Supplement shall include his/her subject, number and rating of credits. It is noted that the work was carried out and evaluated in another higher education institution.

363. Students who have studied certain subjects or modules taught at the University as additional elective subjects, beyond the scope of the study programme, the results of the studies of these elective subjects are recorded in the Diploma Supplement as additional information.

364. Students and listeners who have studied certain subjects or groups of subjects at the University or who have completed additional studies shall be issued a certificate confirming this, indicating all the subjects passed, their scope and evaluation.

365. The detailed procedure for issuing, accounting and storage of diplomas is established by the order of the Rector for the first cycle, integrated studies, postgraduate studies, diplomas, their supplements, procedures for accounting, storage and issuing of supplements, PhDs, internship and residency certificates, their forms, duplicates and duplicate forms.

366. Upon completion or termination of studies by the student, the personal file that has been fully processed is protected in accordance with the procedure established by legal acts.

**CHAPTER XV**  
**PROCEDURE FOR STUDENTS' AND LISTENERS' SETTLEMENT WITH**  
**THE UNIVERSITY AFTER COMPLETION OR DISCONTINUATION OF**  
**STUDIES**

367. Upon graduation, the student or the listener must remove all material or financial debts and other liabilities to the University and receive confirmation from the University services and departments. The student and the listener who completed all graduate studies shall settle with the University in accordance with the procedure approved by the Rector.