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

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## CHAPTER I

### GENERAL PROVISIONS

393. The Regulation of the Studies at the Lithuanian University of Health Sciences (hereinafter as University) (hereinafter as Regulation) shall define the following procedures related to studies of the first and second cycles as well as the integrated studies:
- 1.1. admission procedure of students and listeners to the University (chapter II hereof);
  - 1.2. rights and duties of students and listeners (chapter III hereof);
  - 1.3. duties of subjects participating in the study process (chapter IV hereof);
  - 1.4. system of the studies (chapter V hereof);
  - 1.5. funding of the studies (chapter VI hereof);
  - 1.6. process of the studies (chapter VII hereof);
  - 1.7. academic mobility (chapter VIII hereof);
  - 1.8. evaluation of student and listener achievements (chapter IX hereof);
  - 1.9. determination and comparison of overall average study scores (chapter X hereof);
  - 1.10. partial studies (chapter XI hereof);
  - 1.11. record of study results (chapter XII hereof);
  - 1.12. principles for the coordination of studies and participation in additional activities within the University (chapter XIII hereof);
  - 1.13. system of incentives and penalties imposed on students and listeners (chapter XIV hereof);
  - 1.14. completion of studies (chapter XV hereof);
  - 1.15. procedure of settlement between students or listeners and the University upon completion or cancellation of studies (chapter XVI hereof).
2. This Regulation shall not regulate:
- 2.1. residency studies conducted at the University;
  - 2.2. doctoral studies conducted at the University;
  - 2.3. issues of quality assurance for studies and science conducted at the University;
  - 2.4. scientific research conducted at the University;
  - 2.5. issues related to University study programme financing, tuition fees and payments, not directly related to the implementation of study programmes or scholarship assignment;
  - 2.6. the procedure of dispute settlement between students and the administration or other employees, except for appeals related to student achievement grading and study result records.
3. This Regulation was adopted in accordance with the following provisions of legislation:
- 3.1. The Law of Science and Studies of the Republic of Lithuania (hereinafter as The Law of Science and Studies);
  - 3.2. The Statute of the Lithuanian University of Health Sciences (hereinafter as The University Statute).
4. Definitions applied in this Regulation:
- 4.1. **Graduate** – a person who has completed a study programme within the University and has received a diploma certifying the qualification of higher education;
  - 4.2. **Academic leave** – temporary suspension of studies while maintaining the status of a

- student;
- 4.3. **Academic ethics** – universally recognized values ensuring transparency, honesty and justice within the scientific and educational processes, equality, non-discrimination, responsibility, economic use of resources, academic freedom, impartiality in the assessment of scientific research and studies, trust, respect and protection of intellectual property of those involved;
  - 4.4. **Academic failure** – tests and/or exams that are not taken/passed before the deadline designated in chapter IX herein, except for cases when subjects are not studied and/or exams are not conducted due to partial studies, as described in academic exchange programmes;
  - 4.5. **Academic mobility** – mobility of the studying persons that covers changes in the student’s or listener’s study form, programme or financing, cancellation of studies, their interruption, suspension, renewal and partial studies in other study programmes or other higher education institutions;
  - 4.6. **Academic dishonesty** – any attempt of the student or listener to achieve better study results by fraud;
  - 4.7. **Academic hour** – unit of contact work time that is equal to 45 minutes of the astronomical hour;
  - 4.8. **Studies of the second cycle (postgraduate)** – university studies which grant the qualification degree of Master;
  - 4.9. **Graduate thesis** – the written work generalising academic achievements – the skills and knowledge necessary to acquire the qualification of higher education at the University;
  - 4.10. **Final examination** - the examination generalising academic achievements – the skills and knowledge necessary to acquire the qualification of higher education at the University;
  - 4.11. **Final evaluation** – a part of the examination based upon the cumulative grade system, conducted after the evaluation of all cumulative components of the grade;
  - 4.12. **Partial studies** – the participation of the student in studies at other Lithuanian or foreign higher education institutions as part of the study programme, providing knowledge and skills which are evaluated and confirmed by certification;
  - 4.13. **Subject** – the smallest unit of the study programme, which has its distinct coding, a defined purpose and is oriented towards study results and trains general and discipline-related competences necessary to acquire the degree of qualification. The subject’s studies are concluded by examination or other forms of evaluation of achievements, knowledge and skills within the subject;
  - 4.14. **Subject description** – the document describing the form and contents of a subject in detail. The document is prepared by following the subject description preparation procedure provided by the Study Centre and confirmed by order of the Rector;
  - 4.15. **Unit responsible for the subject/module** – the unit that prepares and implements the programme of the subject(module) or that supervises (coordinates) the subject (module), if more than one unit participates in the studies of the subject/module;
  - 4.16. **The volume of the subject and module part** – 3 credits (or replicate number of 3). The duration of the subject (module) cannot exceed one study year (i.e. must be taught at the same course).
  - 4.17. **Dean’s office** – the dean of the faculty, deputy dean and their direct subordinates responsible for the administration of the faculty and the study process;
  - 4.18. **Diploma Supplement** – an integral part of the diploma, a supplementary document to the diploma, providing information on the content of the acquired higher education;

- 4.19. **European credit transfer system (ECTS)** – a system based on the student’s work time required to achieve the objectives and competences of the study programme endeavoured by the student;
- 4.20. **Examination** – a form of evaluation of student achievements (knowledge and skills) stated in the study plan and performed after concluding studies of a module or subject. Examination may be performed as a singular evaluation of achievement (problem-based learning examination) or by employing the cumulative grade system, when the final subject (module) grade (examination score) is the sum of cumulative grades and the final evaluation grade;
- 4.21. **Commission of dispute settlement** – a body within the University which examines the students’ disputes with the University administration and other employees;
- 4.22. **Minor studies** – a part of the first study cycle, consisting of subjects (modules) deemed obligatory by the organisers of the study programme and/or those chosen by the student within a different study programme and meeting the minimal requirements for the acquisition of a double qualification degree within the field (branch) of studies. The volume of minor study programmes is 60 credits;
- 4.23. **Form of extended studies** – the organisational form for all degree granting study programmes, the volume of which is no larger than 45 credits per year;
- 4.24. **Credit test** – the evaluation and grading of a student’s knowledge and skills upon partial (intermediate credit test) or full (final credit test for students accepted before 2010) completion of a subject or module;
- 4.25. **Joint study programme** – a study programme prepared and executed by at least two higher education institutions, with the purpose of providing opportunities for the student to gain a broader range of knowledge and skills than would be provided by the study programme of a single higher education institution;
- 4.26. **Listener** – a student within a higher education institution by way of informal adult education programmes or separate study subjects (modules), consisting no more than 30 percent of the total study programme volume;
- 4.27. **Contact work hours** – the time period, during which the student or listener, under direct or remote supervision of a lecturer, studies or performs tasks assigned by the lecturer. Contact work hours may include work within auditoriums (lectures, seminars, laboratory assignments, practical exercises) and outside auditoriums (consultations, work in hospital wards, veterinary clinics of the University, etc.);
- 4.28. **Course** – one study year within a study programme;
- 4.29. **Module** – the 3-credit replicate unit consisting of several content-related taught subjects (with distinct coding), with a defined goal and oriented to study results and development of general and subject-specific competencies required for obtaining a qualification degree.
- 4.30. **Academic year** – the calendarial arrangement of one year of studies;
- 4.31. **Failed student** – the student, who has academic failures, i.e. who has not accounted for the failures within the terms set in clause 284 herein;
- 4.32. **Regular studies** – the main organisational form of all study levels awarding a degree with a volume of 60 credits per year at the University;
- 4.33. **Remote teaching (learning)** – continuous, individual or grouped teaching (learning), when students and lecturers are separated by distance and/or time, and communication, collaboration and study materials are presented by use of information and communication technology;
- 4.34. **Remote studies** – studies which are conducted via information and communication

technology, with study materials adapted for studying remotely. Subjects are deemed adapted for remote studies if they allow the student access to study materials remotely, to communicate and collaborate with their fellow students, to conduct tasks, and, with the permission of study departments, to take the necessary study evaluations, to provide feedback and questions and to receive help from lecturers remotely. The organisation of remote studies is regulated by the description of remote study organisation procedures confirmed by the Rector;

- 4.35. **Supplementary practice** – optional, unpaid, voluntary practice, during which students of study programmes within the University gain practical skills and experience under the supervision of supplementary practice supervisors and according to goals and expected results defined in the supplementary practice contract;
- 4.36. **Supplementary studies** – studies of the first cycle (Bachelor), during which the student studies subjects, necessary for the acquisition of knowledge and skills required for second cycle (Magister) studies in a certain field;
- 4.37. **Work benefiting the University** – representation of the University in national, international events or those organised by the University, which are related to studies, scientific, cultural, athletic activity or ensuring study quality; participation in gatherings and meetings or other activity of bodies within the University, of which the student is a member or to which they are delegated, as defined in documents of the University. Absence is excused by certificate, signed by the head of the relevant body of the University or by the Student Council, confirming the event, its date (and time, if deemed necessary), except for meetings of institutions of the University, when the time of participation in the meeting is defined in the student's request form;
- 4.38. **Irresistible force (*force majeure*)** – circumstances or their consequences, which the student could not prevent due to them being impossible to control or anticipate. The definition of irresistible force is defined in the Civil Code of the Republic of Lithuania and other provisions of legislation.
- 4.39. **Successful student** – the student who does not have any academic failures;
- 4.40. **First cycle studies** – university studies, which grant the qualification degree of Bachelor;
- 4.41. **Practice of professional activity** – the part of the study programme, during which the student's knowledge, competences and skills in the practical professional activity are consolidated, applied and improved. The practice of professional activity is organized and carried out in institutions, the activity of which is related to the future professional activity of the student;
- 4.42. **Problem based learning** – studies based on modules, during which generalised knowledge, skills and values are gained by means of problem solving in groups;
- 4.43. **Rector's office** – advisory body of the Rector of the University;
- 4.44. **Semester** – the period of studies, after which study results are generalized and a ranking list of students who have completed the study programme of that period, is created based on the average examination results of the students;
- 4.45. **Session** – a period at the end of the semester, during which the student, not studying in cycles, accounts for his/her studied subjects;
- 4.46. **Digital (mixed) studies** – studies, of which a part is available, or a part of the contact work hours are conducted remotely;
- 4.47. **Studies** – learning at a higher education institution according to a certain programme of studies or its part by a person who has completed at least secondary school education;
- 4.48. **Student** – a person studying in an institution of higher education in accordance to a study

- or doctorate programme.
- 4.49. **Credit of studies (hereinafter as credit)** – a unit of measurement for the volume of subjects (modules), which is used to assess study results and student work time, necessary to achieve planned study results in a subject (module). One credit at the University consists of, on average, 27 student or listener work hours.
  - 4.50. **Study year** – the period determined by the Senate of the University (hereinafter as Senate), indicating the beginning and the end of studies. The study year is divided into semesters and holidays;
  - 4.51. **Certificate of studies** – the document containing study results, issued to the person;
  - 4.52. **Study plan** – the arrangement of the contents of a study programme in study years or semesters;
  - 4.53. **Study programme** – the entirety and the description of the contents, methods, tools, academic and professional personnel, employed for the conduction of studies within a certain field.
  - 4.54. **Study Programme Committee (hereinafter SPC)** – the committee responsible for the preparation, renewal and management of study programmes and acting in accordance to the Regulation of Quality Assurance of Studies and Education at the University, approved by the Senate (hereinafter as Regulation of Quality Assurance of Studies and Education);
  - 4.55. **Study results** – the entirety of knowledge and skills gained during studies, with the volume defined in credits and the level evaluated in grades.
  - 4.56. **Credit transfer table** – the document used for the approval of study results, containing the names of the approved subjects (modules) in their original (or English) and Lithuanian languages, and the volumes and grades of the subjects (modules).
  - 4.57. **Study timetable** – arrangement of the study plan in the academic year. The study timetable consists of two parts: the calendar timetable – the sequence of study for the planned subjects (modules) and their arrangement in semesters; the detailed subject (module) timetable – the distribution of contact work hours in months and days.
  - 4.58. **Independent work time of the student (listener)** – studies of educational, scientific and methodical literature, work of students or listeners in groups not directly supervised by lecturers, work in laboratories, scientific research, project fulfilment and other independent activity of the student or listener, meant to achieve the results of the study programme;
  - 4.59. **Independent work (project) of the student (listener)** – the practical application of theoretical knowledge and skills, gained during the studies of a subject (module), by preparing and presenting individual or group works of the volume and structure determined by the unit conducting the studies.
  - 4.60. **Unit conducting the studies** – a unit of the Faculty (department, clinic, institute of the Faculty) or the laboratory of the scientific institute of the University, the main activity of which is to conduct studies and/or scientific research and experimental (social, cultural) development;
  - 4.61. **Study information system (hereinafter as LSMUSIS)** – the official informational system for studies within the University.
  - 4.62. **Target funding** – the budgetary resources of the State of the Republic of Lithuania, which may be assigned by way of contest to pay the tuition fees (or their parts) of higher education institution students, newly admitted to or already studying in study programmes of the first cycle or the integrated studies, with the exception of persons specified in the Law of Science and Studies of the Republic of Lithuania;
  - 4.63. **Strategy of evaluation** – the plan for the evaluation of achievements, which defines the



process of evaluation and determined the form and methods of evaluation, as well as the tools, terms and criteria employed for the evaluation of achievements.

- 4.64. **Integrated studies** – studies, which cover the first (Bachelor) and second (Master) cycles of the studies, with a volume of at least 300 and no more than 360 credits, and after which the master's degree and/or special professional qualifications are awarded. The first part of the programme of integrated studies (240 credits) is attributed to studies of the first cycle, while the remaining part is attributed to studies of the second cycle. The integrated studies of Medicine, Pharmacy, Odontology and Veterinary profiles also cover the minimal required practical preparation (internship; in the programme of veterinary medicine – laboratory, food hygiene and clinical practice);
- 4.65. **Evaluatees** – students and listeners, who have acquired the right to be evaluated, as determined by this Regulation, the legal acts of the Republic of Lithuania or the study programme;
- 4.66. **Types of evaluation:** diagnostic evaluation – the type of evaluation used to assess the primary level of a students' knowledge and skills or their preparation for a certain cycle of studies; formational evaluation – the type of evaluation used for critical assessment and correction of the learning process; cumulative evaluation – the type of evaluation used to sum up and generalise the study results of students;
- 4.67. **System of evaluation by cumulative grade** (cumulative evaluation) – a methodology of student achievement evaluation, when the evaluation grade (mark) in an examination or a credit test is a cumulative score, i.e. the sum of grades received during the studies and the grade received at the final evaluation;
- 4.68. **Evaluation observers** – representatives of the University or Faculty administrations and/or student representatives appointed by the Student Representative Office of the University (hereinafter as Student Representative Office), who observe the course and procedures of evaluation;
- 4.69. **Contents of evaluation** – knowledge, skills, competences or professional behaviour acquired during the studies of a subject (module) and assessed during evaluation.
- 4.70. **Tasks of evaluation** – tasks (questions, situations, practical skill demonstrations, etc.) within the subject (module) programme, corresponding to the contents of evaluation.
- 4.71. **Evaluators** – persons who have the right to evaluate students, as defined by this Regulation.

## CHAPTER II

### ADMISSION OF STUDENTS AND LISTENERS TO THE UNIVERSITY

5. Every year, during the process of admission to the University, the Senate approves the rules of student and supplementary study listener admission for the academic year in question.
6. During the admission process to the University, the University's Rector (hereinafter as Rector):
  - 6.1. shall approve the composition of the Admission commission, which organizes and implements the admission of students and registers the students to the first course (year);
  - 6.2. shall carry out the admission of supplementary study and other listeners.
7. The Senate shall determine every year the total number of places of studies after having considered the possibility to assure the quality of studies and research.
8. The students and listeners of supplementary studies shall be admitted to the University following the laws of the Republic of Lithuania, the Description of General Admission Procedures to studies of the first cycle and integrated studies at Lithuanian institutions of higher education

- approved by the Lithuanian Association of Higher Education Institutions, and admission rules of students and listeners of supplementary studies for a certain year approved by the Senate.
9. The persons, who have at least the secondary level education, are admitted to the studies of the first cycle and the integrated studies by means of open competition, considering their studying results and entrance exams, and other criteria determined in the admission rules of students and listeners of supplementary studies approved by the Senate every year.
  10. The persons, who have graduated first cycle studies at the university, or who have higher college education and have completed supplementary studies, are admitted to the studies of the second cycle by means of open competition, taking into account their studying results and entrance exams and other criteria determined in the admission rules of students and listeners of supplementary studies approved by the Senate every year.
  11. Additional requirements for language skills may be set for applicants to joint study programmes carried out with foreign institution(s) of higher education.
  12. Citizens of foreign countries, who have at least the secondary level education recognized in Lithuania and permit of temporary or permanent residence in the Republic of Lithuania, may study at the University and take the places funded or not funded by the State.
  13. Those who have acquired education in foreign institutions may be accepted to places funded by the State by means of open competition or apply for the scholarships by following the procedures specified in legal acts of the Republic of Lithuania, if they are:
    - 13.1. citizens of the Republic of Lithuania, Member-States of the European Union, or Member-States of the European Economic Space, or
    - 13.2. citizens of countries outside the European Union and the European Economic Space, or have no citizenship, and have a permit of permanent residence in the Republic of Lithuania, or
    - 13.3. children, grandchildren or great grandchildren of emigrated Lithuanians or people of Lithuanian origin, who supply documents confirming their Lithuanian origin;
  14. Applicants who do not satisfy the criteria listed in clause 13 herein may be admitted to the University by means of open competition for individually funded studies, unless stated otherwise by international agreements or other legal acts.
  15. Listeners of supplementary studies are admitted to the University according to the rules and deadlines defined in the rules of student admission.
  16. Listeners who wish to study in different fields are admitted to the University at any time during the academic year, first having provided written requests to the Rector.
  17. Applicants admitted to the University as students or listeners must sign a study contract, following the study contract form approved by the Rector.
  18. Lists of students admitted to the University shall be approved by the Rector.
  19. When the study contract between the University and the student is made in written or electronic form, the Rector passes an order regarding the admission of the student based upon it, in which the student's name, surname and registration number are indicated.
  20. Upon admission to the University, the student is provided with an email address and an account within the informational system of studies (LSMUSIS). The student must check the provided email address regularly, and information provided to the student by such means is to be treated as adequate and official.
    - 20.1. Upon mutual agreement of both parties, the electronic contract is to be treated as equal to the written form.
  21. The registered student, having been provided with their username and password, shall verify their personal and contact data during their first login to LSMUSIS. Within LSMUSIS, the

student shall:

- 21.1. in case of inaccuracies in contact data – correct or update them entering actual data;
  - 21.2. in case of inaccuracies in personal data – submit an electronic request via LSMUSIS to correct their personal data. Only the responsible person assigned by the head of the Centre of Studies may alter the personal data in LSMUSIS and the student registry;
  - 21.3. in case of changes to personal data (changes of their name, surname, etc.) during the studies, submit an electronic request to update their personal data, and enclose copies of documents proving then need for the change. Only the responsible person assigned by the head of the Centre of Studies may alter the personal data in LSMUSIS and the student registry;
  - 21.4. Submit electronic requests related to the study process (academic leave, electives, academic notes, etc.).
22. The student is responsible for the correctness and updating of their personal and contact data in LSMUSIS. The student must verify their personal and contact data regularly. If the student does not present information on the changed personal data or contact data, the University shall not be held responsible in cases when the student does not get the information intended for them because of this reason.
  23. All electronic requests and documents submitted through LSMUSIS are of the same power as their written from. Should the current information system for studies be replaced by another, all provisions of the Study Regulation regarding LSMUSIS are to be applied to the new system in full.
  24. The student (listener) ID card is issued to all students and listeners admitted to the University and contains the student's picture, name, surname, faculty, study programme and student registration number. The procedure of issuing the card and its use is determined by the Rector.

### **CHAPTER III**

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

#### **25. Students have the right to:**

- 25.1. Attain the education outlined in the study programme within the contract of studies, in accordance to standards of volume and quality defined in the statute of the University, other legal acts of the Republic of Lithuania, as well as this Regulation and other internal legal acts of the University;
- 25.2. To study according to an individual syllabus.
- 25.3. To participate in academic exchanges, to cancel or renew studies, as outlined herein, to change study programmes in the same group of studies (field of studies applied to students enrolled before 2017) by following the set procedures, and to study in more than one study programme.
- 25.4. To study in other Lithuanian or foreign institutions of higher education and to request the administration of the University to approve study results already achieved in the University and other Lithuanian or foreign institutions of higher education;
- 25.5. To go on academic leave without losing the status of student and to continue state-financed studies after returning from academic leave, provided they studied in the programme before going on academic leave;
- 25.6. To use the methodical teaching materials, science literature and material or informational resources of the University, as well facilities, designed for studying, cultural life, health

- care and rest, libraries, scientific equipment, and institutions of culture, sport and rest within the University;
- 25.7. To make personal use of study materials provided during the study process;
  - 25.8. To be provided with alternative means of evaluation if disabilities, preventing the regular procedures of evaluation, are present, and alternative means of evaluation ensure the attainment of planned study goals;
  - 25.9. To suggest their own graduate thesis subject or to choose one from several provided alternatives;
  - 25.10. To be acquainted with workplace safety and animal interaction safety rules, to have the opportunity to be vaccinated for dangerous illnesses (rabies, tetanus, etc.) or to be insured from accidents during the study period;
  - 25.11. To participate in scientific research, use scientific laboratories, to take part in student scholarly fellowships, and to consult about research ethics when planning scientific research projects;
  - 25.12. To present their scientific research in conferences organised by student scholarly fellowships and to publish their written articles;
  - 25.13. To make use of academic freedom of thought and speech, to express their thoughts and views regarding all scientific, public and cultural questions, so long as they do not infringe upon the laws of the Republic of Lithuania, other legal acts or internal documents of the University;
  - 25.14. To receive information regarding their studies, to rate study programmes, the study process and the work of lecturers;
  - 25.15. To appeal results of study evaluations and record of study results by following the process defined herein, to appeal the decisions or inaction of the administration or other staff of the University, as outlined in the Senate-approved process of student and University administration or staff dispute investigation, as well as to receive conclusions regarding the aforementioned disputes by the set deadlines;
  - 25.16. To join the activities of the Student Representative Office, to participate in other student organisations, to be elected into the ruling bodies of these organisations, to participate in the activities of other public, cultural and political organisations not infringing upon laws of the Republic of Lithuania and the Statute of the University.
  - 25.17. To participate in the self-governance of the University and/or its departments.
  - 25.18. To receive scholarships, outlined in the Law on Higher Education and Research, other legal acts, as well as those defined in provisions, outlining Memorial scholarships, incentivising scholarships for students of the first and second cycles or students of independent studies (Provisions on Scholarship Assignment hereafter), which have been approved by the Senate;
  - 25.19. In cases of failure to pass examinations or credit tests, to be allowed to repeat the evaluation, free of charge, two times, before the end of the week of academic failure liquidation;
  - 25.20. To choose a different duration of regular or extended studies than outlined in clause 48 herein, so long as the choice follows the volumes of study forms defined herein.
  - 25.21. To change their study group due to valid personal reasons during the period between the last taken examination and the beginning of the following semester;
26. Listeners have the rights defined in clauses 25.6–25.7, 25.10–25.11 and 25.13–25.15 herein.
  27. Students and listeners must:
    - 27.1. Strive for the results outlined in the study programme description;

- 27.2. Follow the requirements of the Statute of the University, this Regulation and other internal provisions of the University defining the internal order of affairs;
  - 27.3. Follow the decisions of the University and the administrations of units responsible for studies, orders of the Rector, faculty deans, and other heads of units responsible for studies;
  - 27.4. Upon completion (or cancellation) of the studies, settle all accounts with the University, following the Rector-approved procedure of student and University settlement upon completion or cancellation of studies;
  - 27.5. Refrain from the spreading, dissemination and alteration of studying materials provided electronically or otherwise, and from using them for goals unrelated to the studies;
  - 27.6. Follow the norms of academic ethics and common morale;
  - 27.7. Follow the general ethical requirements, and to attain permission from the centre of bioethics of the University for the conduction of student (educational) research projects.
28. Intellectual property rights, regarding works and other results of intellectual activity created during the study period, are regulated by provisions of the management of the intellectual property of the University approved by the Council.

## **CHAPTER IV**

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

#### **29. The Centre of Studies:**

- 29.1. coordinates the implementation of studies of the first and second cycles and the integrated studies;
- 29.2. is responsible for the coordination of study timetables and examination of mandatory and elective subjects with the units conducting the studies, and their publication on the University's website.
- 29.3. is responsible for keeping records on students of the first and second cycle and the integrated studies, data handling in LSMUSIS and their presentation to the register of students;
- 29.4. is responsible for presenting information to the State Studies Foundation;
- 29.5. is responsible for the transfer of the Rector's orders regarding the students' studies to the faculty deans and units conducting the studies;
- 29.6. performs other functions indicated in herein and other internal legal acts of the University;
- 29.7. the head of the Study Centre accepts written student requests for transferring between groups due to personal reasons. Under mediation of the faculty dean and in case the request is satisfied, the student shall be transferred only to the group with the smallest number of students;
- 29.8. is responsible for the formation of student groups with respect to equal distribution of students;
- 29.9. The unit of student information (services) (INFOS), acting under the Centre of Studies, coordinates requests submitted via LSMUSIS, related to academic certificates, dormitories, and provides other information related to the study process to students.

#### **30. The unit conducting the studies:**

- 30.1. is responsible for the organization, execution and quality of the subject (module), as well as the provision of study materials;
  - 30.2. is responsible for the coordination of mandatory and elective study subject and evaluation timetables with other units conducting studies;
  - 30.3. organizes and implements the process of student achievement evaluation, is responsible for the correctness of student evaluation data the, and the submission of such data to LSMUSIS;
  - 30.4. determines the procedure of making up for missed classes, organises and implements the liquidation of academic failures;
  - 30.5. must prepare and register new subject descriptions for the following academic year to LSMUSIS, following the approval of study plans at the council of the appropriate faculty;
  - 30.6. is responsible for registering elective subjects suggested by the unit to LSMUSIS;
  - 30.7. is responsible for the execution of the Rector's orders regarding repetition of studies or expulsion; guarantees that students, who are repeating their studies or have been expelled, are not permitted to participate in studies of the advanced semester;
  - 30.8. appoint visas to student requests by following rules described herein;
  - 30.9. performs other functions indicated herein and other internal legal acts of the University.
31. The heads of units conducting studies shall guarantee the implementation of functions assigned to the units by this Regulation or other internal legal acts of the University. The heads of units conducting studies assign the persons responsible for implementing such functions in the units conducting studies.
- 32. The faculty dean:**
- 32.1. makes decisions related to the study process indicated in this Regulation and other internal legal acts of the University, which are obligatory to employees of the faculty, students and listeners;
  - 32.2. appoints visas to student requests in LSMUSIS and submits them for discussion by the Rectorate following the procedure described herein;
  - 32.3. submits suggestions to the Rector regarding the admission of students and listeners to the University, and their expulsion;
  - 32.4. submits suggestions to the Rector regarding the appointment of incentives and punishments to students and listeners, and the liquidation of academic failures;
  - 32.5. registers successful students for studies of the following semester and elective subjects;
  - 32.6. approves the list of elective subjects, first having coordinated the individual timetables with the unit conducting the studies;
  - 32.7. is responsible for the submission of decrees of the dean regarding changes in the status of students to the responsible employee of the Centre of Studies;
  - 32.8. forms commission for the investigation of student cheating and the evaluation of ethical violations during student evaluations;
  - 32.9. is responsible for providing to the student orders of the Rector and other information regarding the conduction of their studies;
  - 32.10. keeps paper and/or electronic study contracts and files, provided by the commission of admissions, safe, ensures their administration during the entire study period of the student;
  - 32.11. performs other functions indicated herein and other internal legal acts of the University.
- 33. The unit responsible for the studies of a subject (module):**
- 33.1. Is responsible for the preparation of the description of the subject for LSMUSIS;
  - 33.2. Coordinates the organisation and conduction of studies of the subject (module);

- 33.3. Is responsible for entering the dates of credit tests, examinations, student or listener independent assignment (project) evaluations planned in the timetable, into LSMUSIS;
- 33.4. performs other functions indicated herein and other internal legal acts of the University.

## **CHAPTER V**

### **THE SYSTEM OF STUDIES**

#### **SECTION ONE**

#### **STUDY CYCLES AND FORMS**

- 34. Studies at the University are conducted according to the cycle-based system and programmes of residency studies.
- 35. The University conducts studies of three cycles:
  - 35.1. the first cycle (the Bachelor's degree, the double Bachelor's degree (of the major and minor fields of studies), and/or professional qualification are awarded in the group of fields of study (branch(es) for those enrolled before 2017) at the end of first cycle studies);
  - 35.2. the second cycle (the Master's degree and/or professional qualification are awarded at the end of second cycle studies);
  - 35.3. the third cycle (the doctoral degree is awarded at the end of third cycle studies and after the dissertation has been defended).
- 36. Integrated studies, constituting of the first and the second cycles, are also conducted at the University (at the end of the integrated studies, the Master's degree and/or professional qualification are awarded).
- 37. The University provides studies in the regular and extended forms.
- 38. The studies of regular or extended forms may be full-time or part-time (sessions); studies at the University may also be organised as remote studies.
- 39. When the study programmes of different forms of studies are completed, the acquired education is equal.
- 40. The University also conducts residency studies, supplementary studies, partial, informal studies and training, meant to improve qualification and professional skills, to develop general skills, and to acquire additional knowledge.
- 41. Additional studies at the University may be organised for the persons wishing to study Master's degree programmes, if their acquired or recognised study results do not satisfy the requirements for master's degree programme entrants. Additional studies are organised when:
  - 41.1. the person has acquired higher college education in the same field;
  - 41.2. the field of major or minor studies of the first cycle completed at the University does not correspond to the selected field of the second cycle.
- 42. The Senate may pass a resolution, that in the cases specified in clauses 41.1 - 41.2 herein, it is enough for the students attempting to enrol to certain programmes to have practical experience of determined character and duration within the field.
- 43. If the person wishing to study in a master's programme lacks more competences than the additional studies may provide, they must acquire these competences by studying according to the programme of first cycle university studies.

## **SECTION TWO**

### **VOLUME AND DURATION OF STUDIES**

44. The volume of study programmes, modules and individual subjects is calculated in credits.
45. The duration of studies is calculated in academic years.
46. The volume of first cycle (bachelor) studies can be 180, 210 or 240 (in cases defined in descriptions of study fields) study credits.
47. The volume of second cycle (master) studies can be 60, 90 or 120 credits.
48. The volume of integrated studies can be 300 or 360 credits (in cases defined in descriptions of study fields).
49. The volume of study programmes awarding the double Bachelor's degree in the major study field(s) and minor study field(s), is 240 credits.
50. The volume of regular studies at the University is 60 credits per academic year. The volume of extended studies may not exceed 45 credits per one academic year.
51. The volume of additional studies may not exceed 60 credits if the second cycle studies planned afterwards belong to the same study field as the first cycle studies completed before these studies; may not exceed 90 credits if the second cycle studies planned afterwards belong to a different study field than the first cycle studies completed before these studies.
52. The list of subjects (modules) of additional studies and major studies is determined by the committee of the study programme for the appropriate second cycle studies. The list is approved by the council of the appropriate faculty. The volume of additional studies may be determined individually. In such a case, the committee of the particular second cycle study programme may reduce the volume of additional studies and/or form individual plan of additional studies in accordance with the student's request and taking into account the content of the completed studies and competences acquired during them, and submit the plan for approval by the faculty dean within 10 workdays after its creation. The faculty dean decides regarding this question within 5 workdays after receiving the individual plan. The faculty dean's decision is formalised by decree. The student shall be informed about the faculty dean's decree within 2 workdays after the decree is made.
53. The listeners may choose the volume of studies at their own discretion, but only with the approval of the choice by the University. The volume and duration of the listeners' studies shall be determined by the contract of studies, according to the approved descriptions of study programmes and subjects (modules).

## **SECTION THREE**

### **STUDY PROGRAMMES**

54. Studies at the University are carried out according to study programmes approved by the Senate and registered following the legal acts of the Republic of Lithuania.
55. The study programmes are developed and conducted according to the study fields or groups of study fields approved by the Government of the Republic of Lithuania. The University conducts studies of first and second cycle programmes and integrated study programmes. Study programmes of the first cycle may be of major or minor study field(s).
56. The study programmes are prepared, implemented and renewed following the procedures defined in the legal acts of the Republic of Lithuania and internal documents of the University.
57. Joint study programmes are prepared and implemented following the agreements on



implementation of joint study programmes signed between the University and partner institutions of higher education, as well as provisions of the Regulation on Quality Assurance for Studies and Research.

58. Joint studies at the University and each partner institution of higher education providing joint qualifications may consist of no less than 30 credits.
59. A study programme consists of subjects and/or modules.
60. Subjects (modules) are arranged in semesters and their volume in credits is indicated in study programmes.
61. Based on the content of studies, subjects (modules) are divided into subjects (modules) aimed to achieve study outcomes in the field of studies (including practice and graduate thesis preparation), and subjects (modules) set by the University or chosen by the student, aimed at further studies of the same field, subjects (modules) of other fields of studies, studies of adjacent fields, additional practice, digital competency, or development of other general skills. Study subjects or modules are mandatory to all students of a study programme, are conducted at set times, and may be:
  - 61.1. mandatory –subjects (modules) of the study field(s) and other subjects (modules) necessary to achieve the study outcomes defined in the study programme;
  - 61.2. elective – subjects (modules) in the field of studies and subjects (modules), selected from an approved list. The procedure of choosing elective subjects is described in detail in section V, chapter VII herein.
62. Student work hours for each subject are divided into contact and independent work hours. The volume of contact hours is the same, regardless of study form. Lectures at the University shall make up no more than 30 percent of the total contact work time. Contact work:
  - 62.1. In first cycle studies - makes up at least 20 percent of the total study programme volume.
  - 62.2. In second cycle studies - makes up at least 10 percent of the total study programme volume.
63. Depending on the level of studies, the share of contact work time must make up at least 10 percent, and not exceed 70 percent, of hours within a credit. The volume of independent work in first cycle studies and the part of integrated studies corresponding to the first cycle, must be no lower than 30%, unless stated otherwise in the description of the study field, and no lower than 50% of other programmes and the remaining part of integrated studies, unless stated otherwise in the description of the study field.
64. The studies of each subject (module) end with examination or independent work (project) of the student or listener. If the student has studied more subjects than indicated in the study programme, they are approved in accordance with the provisions of Chapter XII herein and recorded in the supplement to the diploma.

## **CHAPTER VI FUNDING OF STUDIES**

### **SECTION ONE GENERAL PROVISIONS**

65. Studies at the University may be:
  - 65.1. completely funded by the State;

- 65.2. partly funded by the State (for students enrolled before 2009);
  - 65.3. not funded by the State.
66. The form of funding, its distribution, changing and compensation of the paid tuition fee are regulated by legal acts of the Republic of Lithuania and documents approved by the Senate and the Council.
  67. When the semester is over, the list of first and second cycle, and integrated study students, admitted before the Law of Science and Studies entered into force (i.e. before 12 May 2009), is formed based on their academic accomplishments. The positions in this list determine the distribution of students to the lists of students completely or partially funded by the State.
  68. The tuition fee determined by the Council shall be paid:
    - 68.1. by foreign students, except for the persons indicated in article 73, clause 2 of the Law of Science and Studies, as well as by citizens of European Union and European Economic Space member-states, unless indicated otherwise in international treaties and other legal acts of the Republic of Lithuania;
    - 68.2. by persons who are not admitted to study spots funded by the State budget;
    - 68.3. in other cases determined in the legal acts.
  69. The admission of persons who have acquired education in foreign institutions and are attempting to enrol at the University with their tuition fee paid from the State budget of the Republic of Lithuania, is determined by the legal acts of the Republic of Lithuania.
  70. Foreign citizens and persons without citizenship enrolled to spots not funded by the State, shall pay the tuition fee determined by the Council, which may not be lower than the fee determined by the Government of the Republic of Lithuania for studies of the field in national Lithuanian institutions of higher education.
  71. The procedure of tuition fee payment by foreigners admitted by international treaties and agreements coordinated by the Ministry of Education and Science shall be determined by the contracts, agreements and legal acts of the Republic of Lithuania.
  72. When a State-funded student is expelled following the Law of Science and Studies or if such person cancels their studies (except for the cases provided in the Law of Science and Studies), a student of the same study programme and the same year, who is not funded by the State, may be transferred to the State-funded spot, following the procedure determined in the chapter VI of the Regulation (except for the persons indicated in the clause 73 herein).
  73. Persons admitted to spots not funded by the State for studies of the first and second cycles and the integrated studies do not have the right to a spot funded by the State or compensation of their tuition fee if they are:
    - 73.1. Persons studying in the same or lower level study programme, if they have already accumulated more than half of the study programme credits while funded by the State budget, except for cases indicated in legal acts;
    - 73.2. Persons studying two or more degree-awarding study programmes of the same cycle, if their studies of at least one of these study programmes are completely or partially funded by the State (they pay for the second and other study programmes).
  74. The price proportional to the volume of a subject shall be paid by:
    - 74.1. Persons in partial studies, except for exchange programme students;
    - 74.2. the persons repeating separate subjects/modules of the study programme;
    - 74.3. the price for studies/tuition fee of the person who has been studying without State funding or was partially funded by the State during a part of a semester is calculated in proportion to the months before the student was transferred to a spot funded by the State or expelled from the University, i.e. the set price for studies/tuition fee for the semester is

divided from the number of months in the whole semester and multiplied by the number of months during which the person was studying without State funding or was partially funded by the State;

- 74.4. if the Rector's order to transfer the student to a State-funded spot or to expel them is given before the 15<sup>th</sup> of the month, that month is not included in the calculated months, and if the date of the order is after the 16<sup>th</sup>, the month is included.
75. Students who are paying the full tuition fee and temporarily participate in exchange programmes of studies and practice officially conducted at the University, are not exempt from tuition fees.
76. State-funded students are entitled to change their study programme within the same group of fields of studies (field of study applied to those enrolled before 2017) within the same or different institution of higher education by following the procedure specified in the legal acts of the Republic of Lithuania. These students do not lose the remaining portion of State-funded studies, if it does not exceed the standard tuition fee for that study programme.
  - 76.1. If the standard tuition fee of the new study programme is higher than that of the current study programme, the difference must be covered by the student wishing to change study programmes;
  - 76.2. The student who is receiving a study scholarship and is changing their study programme and/or study form, maintains the study scholarship, which shall not exceed the standard tuition fee of the study programme and/or study form being changed;
  - 76.3. If the study scholarship is smaller than the tuition fee set by the institution of higher education, the student changing their study programme and/or study form covers the price difference from the beginning of the semester.
77. Those studying without State funding may change their study programme by following the procedure described in chapter VIII herein. If the price of the desired study programme is higher than the price of the study programme being changed, the student changing their study programme covers the price difference from the beginning of the semester during they are accepted.
78. The study results of those enrolled after the Law of Science and Studies took power (i.e., after 12 May 2009), are determined and compared by following laws within the amended chapter 70 and the added chapter 701 of the Law of Science And Studies of the Republic of Lithuania, No. XI-242.
79. The tuition fee paid during a certain period (or a part of the fee that does not exceed the standard tuition fee) may be reimbursed to persons admitted to spots of first and second cycle studies or integrated studies not funded by the State, who completed the academic year with the highest results, following the procedure and amount determined in legal acts.
80. The procedure of student sponsorship is determined by regulations of first and second cycle study or independent study student sponsorship approved by the Council.

## **SECTION TWO**

### **PROCEDURE OF STUDENT TRANSFERRAL TO OPEN SPOTS FUNDED OR NOT FUNDED BY THE STATE**

81. The students studying in spots not funded by the State may attempt to receive a spot fully funded by the State, which is made available when a State-funded person cancels their studies or is expelled from the University following this Regulation, if they meet the criteria for a well-

- studying student set in clause 313 herein.
82. If a State-funded spot(s) are made available during the semester, by provision of the faculty dean, the Centre of Studies announces a public competition for them on the website of the University
  83. Within 3 workdays after the announcement of competition for available State-funded spots described in clause 82 herein, the faculty dean, or a person appointed by the dean, shall:
    - 83.1. By following the criteria specified in clause 84 herein, form the competitive order of students not funded by the State who are eligible to compete for the free State-funded spot(s);
    - 83.2. By way of email provided to students by the University, invite applicant to open State-funded spots to submit requests to occupy the open spots within 3 workdays after being notified (from the day of receiving the email).
  84. Student ranking orders are created by following clauses 329-330 herein:
    - 84.1. The entrance grade is the main criteria during the first semester of studies. If entrance grades are the same, priority is given to the person:
      - 84.1.1. Whose sum of school graduation examination grades, multiplied by weighted coefficients indicated in the description of procedures for the creation of the ranking order of the best secondary education graduates during the year of application, is higher;
      - 84.1.2. Whose graduation examination grade is higher in the subject with the highest weighted coefficient indicated in the description of procedures for the creation of the ranking order of the best secondary education graduates during the year of application;
      - 84.1.3. Who gave the application in question higher priority during the application process.
  85. Requests for participation in competitions for open State-funded spots may also be submitted by students of the same entrance year, the same study programme and the same course whose studies are not funded by the State if they fit the criteria of a successful student described in clause 310 herein.
  86. Requests to the Rector must be submitted via LSMUSIS. Requests submitted after the set term and/or by other means, are not considered. The motivation for the approval or refusal to transfer the student to an open State-funded is provided in the faculty dean's visa.
  87. The faculty dean submits a motivated suggestion during a meeting of the Rectorate to transfer the student to a spot completely funded by the State budget. The decision is formalised by order of the Rector. Upon decision to transfer the student to a spot completely funded by the State budget, they are notified electronically by the faculty dean or a person tasked by them no later than 2 workdays after the decision is reached.
  88. If a person who studied without State funding is transferred to a State-funded spot, the amount paid by them for studies of the ongoing semester is reimbursed, as described in clauses 74.3-74.4 herein.

## **CHAPTER VII**

### **THE STUDY PROCESS**

#### **SECTION ONE**

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

89. One of the main features of the university is openness to all, regardless of gender, race, nationality, language, heritage, social status, religious beliefs, values or views.
90. The organisation of studies is curated by the deputy Rector for studies, coordinated by the Centre of Studies, organised by faculties, and fulfilled by units responsible for studies.
91. The teaching language of the studies is Lithuanian. Other languages may be used for teaching only in the following cases:
  - 91.1. The contents of the study programme are related to a different language;
  - 91.2. Lectures or other academic activities are conducted by foreign lecturers;
  - 91.3. Studies are conducted according to joint study programmes or study programmes granting double qualification degrees, and part of such studies is conducted in foreign institutions of higher educations, where subjects are taught in languages other than Lithuanian;
  - 91.4. Studies are conducted according to study programmes designed for foreign languages, or in cases of academic exchanges.
92. Students study in groups and flows, as set out in the study timetable. The number of groups is determined by the faculty dean, basing the decision on the planned number of students, as described in procedure within legal acts, also accounting for the language spoken by foreign students and their level of knowledge of the language. The Centre of Studies forms the groups of the following academic year before 30 June, and no later than 2 workdays before the beginning of the first semester for incoming first-year students. The assignment of students to groups is conducted based on provisions of the University regarding the formation and administration of groups of students of the first and second cycles, and of integrated studies.
93. The student group is represented by the student, who is elected from its members as head of the group; the course is represented by the course head, elected from the ranks of group heads. The Student Representative Office determines the procedures of group and course head election.

#### **SECTION TWO**

##### **THE STUDY CALENDAR**

94. The academic year begins on 1 September and ends on 31 August within the University.
95. The academic year is divided into semesters, i.e., the fall semester lasting from 1 September to 31 January, and the spring semester lasting from 1 February – 30 June.

96. Work-free days during the academic year are planned with regard to the list of holidays and work-free days within the acts of law of the Republic of Lithuania. Students shall be granted summer break no shorter than one consecutive month.
97. Plans for the following academic year within the University are to be created and approved by the Senate before 1 November of the ongoing year.
98. Following the approval of study plans, the calendar of the following academic year (beginning and end of the academic year, weeks of academic failure liquidation, etc.) is to be planned by the Senate and published on the website of the University.

### **SECTION THREE**

#### **STUDY TIMETABLES**

99. The organisation of studies is based on study timetables, which are created for semesters of studies based on study programmes.
100. The study timetable consists of two parts:
  - 100.1. The general timetable of studies;
  - 100.2. The detailed timetable of a subject (module);
101. Timetables of the following academic year, having been coordinated with heads of units conducting studies and/or heads of modules and the dean of the faculty in which the study programme is conducted, are created by the Centre of Studies before 1 February, approved by the head of the Centre of Studies, and published in Lithuanian, English, and other necessary languages, in the academic information section of the website of the University.
102. The timetable shall indicate the dates of academic failure liquidation weeks for the semester and the whole academic year. The schedules of academic failure liquidation shall be formed by the faculty dean's office, submitted to the Centre of Studies, and published on the Internet no later than 2 months before the end of the ongoing semester. The schedule of academic failure liquidation for the academic year shall be created and published together with the schedule of academic failure liquidation for the spring semester.
103. The sequence of study subjects (modules) must be followed during the creation of study timetables, considering the logic of the study programme and the interrelations of different subjects.
104. Study timetables may be altered if study plans of study programmes in question are changed by the Senate. In unforeseen situations, when the alteration of timetables is inevitable, the timetable may be altered, by provision of the faculty dean, by the deputy dean of studies, following the approval of the head of the Centre of Studies.
105. Detailed timetables of subjects (modules) are created for one semester. Detailed timetables contain the time, forms, duration and location of contact work. Contact work is usually conducted Monday-Friday. If necessary, contact work may be conducted on Saturdays.
106. Detailed subject (module) timetables are created, upon discussion with faculty deans, by the Centre of Studies, and approved by the head of the Centre of Studies. Detailed timetables are created together with units conducting the studies. Detailed timetables of the fall semester are published on the website of the University before 1 September, and before 1 November for the spring semester, in Lithuanian, English, and other languages, if necessary.

107. All units conducting studies and students must follow the detailed timetables of subjects (modules).
108. The study programme and the study plan (participation in contact work hour classes (clause 4.27 herein)) must be followed by the student. The student who is absent from no more than 25 percent of contact hours of a subject (part of the module), shall be provided with opportunities to participate in the missed contact work hours on an individual schedule, following the conditions outlined in the strategy of evaluation. The student who is absent from more than 25 percent of contact hours of a subject (part of the module), must repeat the subject (part of the module).
109. The student must participate in achievement evaluations, as per the procedures set in chapter IX, section IV herein.
110. The unit responsible for the subject determines the process of making up for sessions according to the process outlined in the evaluation strategy of the module. The working-off procedure of the missed sessions approved by the unit's manager shall be published on the University's intranet.
111. If a session fails to take place at the designated time due to the lecturer's fault, students have the right to contact the head of the unit in which they are studying and the head of the Centre of Studies to set a new time for the missed session in accordance with clause 112 herein.
112. The procedure of altering the detailed subject (module) timetable upon agreement of the faculty dean and the head of the group or course, is the following:
  - 112.1. In light of unforeseen circumstances, and upon written request by the unit conducting the studies and approval by the head of the unit, minute changes of the detailed timetable of problem-based learning pertaining to sessions within one department (session hours, changes of dates, switching the order or sessions, etc.), may be made before the beginning of the cycle by the coordinator of studies within the Centre of Studies, with approval of the Centre head;
  - 112.2. If the time of a session must be changed due to objective reasons during a module problem-based learning, the head of the unit, in coordination with the head of the module, shall submit a motivated request to the Centre of Studies no later than 3 calendar days before the date being changed; the change may only be made by approval of the head of the Centre of Studies;
  - 112.3. If necessary to change the detailed timetables of non-problem-based learning subjects/modules during the academic year, the head of the cathedral/clinic/institute shall submit a motivated request to the Centre of Studies no later than one week before the date being changed; the change is made by the coordinator of studies within the Centre of Studies, upon permission of the Centre head;
  - 112.4. If a subject (module) is being studied by international exchange students, changes of the detailed timetable must be additionally coordinated with the Centre of International Relations and Studies;
  - 112.5. Changes of the detailed timetable are to be published on the website of the University, and information about the changes is to be sent to the University-provided e-mail addresses of students of the affected groups within 1 workday;

- 112.6. The date and time of the evaluation of the students' achievements are indicated in the detailed timetable of the subject/module. The timetable of the exams taken in sessions is made and announced according to the procedure defined in the clause 106 herein;
- 112<sup>1</sup>. Under unforeseen circumstances directly related to the conduction of classes in particular premises, the Centre of Studies may change the detailed timetable without following procedures stated in clause 112 herein.
113. The permit to the student to study according to the individual timetable can be given by the Faculty's dean, who receives the reasoned application of the student. The permit to study according to the individual timetable shall be granted or refused in 5 workdays after submission of the student's request.
114. If the Faculty's dean permits the student to study according to the individual timetable, the student shall coordinate the individual timetables of studies and evaluation of the subject with the unit conducting the studies immediately and not later than in 2 weeks after having received the permit of the Faculty's dean.
115. The student shall submit the timetables coordinated according to the clauses 113-114 herein for the approval of the Faculty's dean not later than in 5 workdays after their coordination with the unit conducting the studies.
116. The Faculty's dean shall make the decision regarding approval of the individual timetable coordinated with the unit conducting the studies in 5 workdays after submission of the coordinated timetable.

## **SECTION FOUR REGISTRATION TO STUDIES**

117. The Admission commission registers the students to the first course.
118. When the semester is over, the faculty's dean registers the successful students for the studies of the next semester; the registration is formalized by the dean's decree which shall be marked in LSMUSIS according to clauses 120.1-120.6 herein.
119. The decree of the faculty dean is issued:
- 119.1. Within 5 days after the entry of grades of the last examination within a session;
  - 119.2. The decree is to be verified within 5 workdays based on the terms indicated in clauses 283.3 and 283.6 herein.
120. The faculty dean, by way of decree:
- 120.1. Confirms the transfer of students to the following semester, or
  - 120.2. Informs the student by University provided e-mail of academic failure liquidation periods and procedures, and temporarily registers the student until the decision of the Rector regarding the granting of permission to liquidate their academic failures, or
  - 120.3. Temporarily registers the student's request to liquidate academic failures until the decision of the Rector regarding the granting of permission to liquidate their academic failures, or
  - 120.4. Decides to leave the student to repeat the course, or
  - 120.5. Does not register the student and submits them to the Rector to be taken off the list of students.
121. The Faculty dean shall submit the decree to the Centre of Studies no later than 20 February (for the fall semester) or 20 September (for the spring semester).
122. Students enrolled before year 2017 shall deliver the filled-in student's credit book to the dean's



- office for review by the dean within the first 10 work days of the new semester.
123. If the student is not registered for the studies following the procedure defined in the clause 120 herein, a warning shall be sent by registered mail stating that if the student does not submit a request to register for the studies following the procedure defined in the clause 120 herein in 10 work days, they shall not be allowed to continue the studies and they will be expelled. If the student does not register for studies within the additional term, the student is not allowed to continue the studies and is expelled from the University. In such a case the Rector shall make the decision following the recommendation of the Faculty's dean not later than in 2 workdays after the most recent meeting of the Rector's office.
- 123.1. The student who has been registered for the studies but does not take part in the study process, is not fulfilling their student duties and is unreachable for 30 days, is removed from the list of students and their contract with the University is terminated.
- 123.2. The studies of students who have lost the right to live in the Republic of Lithuania shall be stopped until they receive the right to live in the Republic of Lithuania.
124. The student shall submit to the Faculty's dean the document containing an explanation regarding missed deadline indicated in the clause 121 herein as soon as possible, but not later than the Rector passes the order to expel the student. If the Faculty's dean decides that there were reasonable grounds/motives regarding the missed registration deadline indicated in the clause 121 herein, students enrolled before year 2017 shall deliver the filled-in student's credit book for the dean's review to dean's office within 5 work days after approval of the reasonable grounds/motives.

## **SECTION FIVE**

### **ELECTIVE SUBJECTS**

125. The person tasked by the head of the unit conducting the studies is responsible for uploading the elective study programme, which is to be prepared by the unit, reviewed by the Study Programme Committee, and confirmed by the faculty dean, to LSMUSIS before 10 April of each year. The minimum and maximum number of students in a group, established in accordance with the factual capabilities of the unit conducting the studies, is indicated in LSMUSIS during registration for elective studies.
126. The dean of certain Faculty approves the list of elective subjects presented for the students for the next academic year and made according to the data within LSMUSIS and under review of the Study Programme Committee, containing the information on the volume of elective subjects offered for each semester in credits, until April 15 of the current year. The elective subjects in this list must be grouped according to the semesters, when the subject is to be studied. If necessary, the elective subjects may be grouped in the list additionally to other criteria. The studies of the elective subjects not approved by the Study Programme Committee are not conducted. Students choose their elective subjects via LSMUSIS.
127. Once the maximum number of students within an elective subject has been reached, registration to that subject is to be stopped. The student's choice of subjects is based upon a first come, first served basis. If no free spots are available for the subject, students must choose a different elective subject.
128. If the minimal number of students indicated in the study programme of the elective subject is not reached, the studies of the elective subject are not conducted during that period. The students, who have chosen the elective subject, which studies will not be conducted during

- certain period, shall be informed by the dean of appropriate faculty hereof not later than in 5 workdays after the terms set in clauses 132 and 133 herein. In such a case the Faculty's dean shall coordinate the selection with the student and register the student for some other elective subject following the clause 136 herein.
129. The students must select and register for the elective subject provided in the study programme with regard to the number of credits granted for them by the study plan. It is not allowed to register for the elective subjects in LSMUSIS if exceeding the number of credits planned for some particular study programme.
  130. The students are entitled to study individual subjects or modules taught at the University as additional elective subjects, which exceed the volume of the study programme. Such studies cannot obstruct the carrying out of the study programme studied by the student. The fee in the amount determined by the Council is collected for the elective subjects specified in this clause. This fee is proportional to the price of the number of credits of the subject or module selected by the student. The separate contract must be signed between the student and the University regarding these elective subjects.
  131. The list of elective subjects for the first-year students is available in LSMSUSIS from the beginning of the academic year until September 15 of the current year. The list of elective subjects for the next academic year (higher course of studies) is available in the database of elective subjects from April 16 until May 10 of the current academic year.
  132. The first-year students must get familiar with the descriptions of the elective subjects of the first course's programme and select the number of elective subjects indicated in the study programme before September 15 of the ongoing year.
  133. The students must get familiar with the descriptions of the elective subjects of next academic year (higher course of studies) and select the number of elective subjects provided in the study programme until May 10 of the ongoing year.
  134. The students, who return after the academic leave, academic exchange programmes or who could not select and register for the elective subjects on time, shall submit a reasoned written application to the dean of the faculty, where they study, asking to register them for the selected selective subject. If there are no possibilities to register the student for the selected elective subject, the Faculty's dean's office shall coordinate the choice with the student and register the student for another elective subject.
  135. The Faculty's dean is entitled (provided it is coordinated with the student) to correct the student's choice during the period from May 10 until May 15, and in the first school year from September 15 until September 20 in the cases when it is necessary for smooth organization of the study process (when the student selects too many subjects, when there is no possibility to teach certain elective subject, etc.).
  136. The subjects chosen by the student may be changed upon approval of the faculty dean if valid circumstances are present, first having coordinated the change with both units of the University conducting the studies of the relevant subjects, and without exceeding the maximum number of students within elective study programmes. The student is not allowed to change their elective study subjects once the studies have begun. The relevant changes in LSMUSIS are made by an employee tasked by the faculty dean. The budget of the unit conducting the studies is not altered in such cases.
  137. The permission of the faculty dean is given upon verification that the elective subject corresponds to the study programme, studying conditions, time and other factors. Studies of the subject at different institutions of higher educations may not interfere with studies at the University. The faculty dean decides whether to allow the student to study an elective subject

at a different institution of higher education no later than 3 workdays after receiving the student's request. The faculty dean's decision is formalized by decree. The student is to be notified of the decree immediately, via email. The student who is not allowed to study an elective subject at a different institution of higher education must choose from subjects provided by the University, in accordance with procedures and terms outlined herein.

## **SECTION SIX**

### **STUDY RECORDS AND DOCUMENTS**

138. The main document of the recording of study results is the register and electronic student's credit book (printed credit book for those enrolled before year 2017).
139. Only the standard form of the register formed in LSMUSIS and standard printed student's credit book for those enrolled before 2017 are valid for use.
140. Study plans, preparation, filling, printing and storage of the electronic register:
  - 140.1. The Study Programme Committee prepares study plans for the following academic year prior to their submission to the Council of Faculties;
  - 140.2. the electronic register is formed based on the LSMUSIS database of the subject descriptions;
  - 140.3. units conducting studies must indicate the planned time of the credit test and/or examination, student independent assignment (project) evaluation within the electronic registry, and to publish the grades of credit tests and/or examinations, student independent assignments (projects); cumulative scores must be entered into the registry within 5 workdays of the planned evaluation date indicated in the timetable, but no later than 1 workday before the evaluation of another subject (module);
  - 140.4. the units conducting the studies are entitled to correct the entries until the end of the current semester (until January 31 in the fall semester and until June 30 in the spring semester) provided the dean gives a written permit; afterwards the electronic register is filled by the dean;
  - 140.5. if the Rector extends the terms of academic failure liquidation, as described in clause 283.7 herein, the permission for the student to retake the examination of a subject (module) is given by the head of the Centre of Studies. The unit conducting the studies enters the date of the evaluation, passing status and/or examination or independent student assignment (project) grades into the approval form and provides the original copy to the dean's office; the electronic registry is filled by the faculty dean or a person assigned by the dean;
  - 140.6. all the persons, who give a permit to fill and who fill the electronic register (persons appointed by the manager of the department/clinic/institution, chairmen of the examination commission and/or the persons authorized by them) are registered in the LSMUSIS description of the subject/module as the users of the database of the registers and are responsible for the correctness and punctuality of the evaluations of the students, according to their competence; the lecturer coordinating the subject/module is responsible for the registration of these persons; the Rector, with approval of the Rectorate, makes the decision about the false information presented by the responsible persons following the dean's presentation;
141. The student has a right to observe and check continuously the data of his/her progress and must confirm his/her evaluation in the registers' database until the end of the semester (until January 31 in the fall semester and until June 30 in the spring semester); if the student does not

agree with the evaluation entered into the database, she/he must follow the clause 250 of this Regulation; if the student does not confirm the grades until the end of the semester and does not submit any appeals, it is considered that she/he agrees with the evaluation and grade;

142. The units conducting the studies shall submit one copy of the printed register signed by the lecturers responsible for entering the data and manager of the department/clinic/institute or module's supervisor to the dean's office in 5 workdays after the semester's end; the second copy must be stored in the unit conducting the studies for five years or until the studies in certain field end.

## **SECTION SEVEN**

### **PREPARATION OF THE SUBJECT DESCRIPTIONS**

143. The form of subject descriptions and their filling out is controlled by the Centre of Studies and coordinated by the study programme committee of the relevant programme. The subject description is prepared in accordance to the procedure of subject description prepared by the Centre of Studies and approved by the Rector.
144. The planned results of the study programme are announced in LSMUSIS one year before the studies of certain programme. The entries are made/corrected following request from Study Programme Committee and by the dean's instruction until June 01 of the current year. The descriptions of the study programmes and subjects must be published on the University's website.
145. The unit teaching certain subject (module) prepares the subject's description in LSMUSIS, following the planned results of the study programme and approved syllabus. If the subject (module) is taught by several units, the unit indicated in the study plan enters the subject's description into LSMUSIS after coordinating it with all other units; the units participating in the implementation of the studies of the subject (module) must present all the necessary information to the responsible unit.
146. Once the programme of a subject (module) is approved by the Study Committee of the subject (module) in question, the unit conducting the studies prepares the descriptions of subjects of the following academic year and registers them in LSMUSIS before 1 February of the ongoing year.
147. The subject's description in the Lithuanian and English languages must be fully completed in all cases. If necessary, the subject's description may be completed additionally in another language of teaching.

## **SECTION EIGHT**

### **ORGANISATION OF PROFESSIONAL PRACTICE**

148. The overall volume of professional practice in studies of the first cycle must be no less than 15 credits. Professional practice in integrated study programmes must be no less than 20 credits in volume, if not indicated otherwise in the description of the field of studies.
149. The practice is organized following the organization procedure of professional practice approved by the faculty's council, which defines the practice requirements, the tasks of particular practice, provides the study results and evaluation system of the achievements, support to the student during practice, as well as criteria, which help to recognize and assess the level of the skills acquired by the student during the practice.

150. The University suggests to the students a list of possible practice bases made according to the contracts with certain institutions. The publication procedure and terms of the practice bases, application of the students regarding the selected practice bases and procedure of the students' selection to the elected practice bases are determined by the procedure of professional practice organisation approved by the faculty's council.
151. In the cases indicated in the study programme the practice may be organized not during the semester, following the procedure determined by the Faculty's Council.
152. If the student has done more practices than provided in the study programme, they are recorded according to the procedure defined in the chapter XII herein and entered into the supplement to the diploma.
153. Additional practice may be carried out at the University following the procedure approved by the Rector.

## **CHAPTER VIII**

### **ACADEMIC MOBILITY**

154. The scope of academic mobility includes:
  - 154.1. changing the study programme;
  - 154.2. changing the study form and type;
  - 154.3. changing the funding of the studies;
  - 154.4. cancellation and renewal of studies;
  - 154.5. partial studies.
155. If the student wants to become a listener, they must submit a request to the Rector and sign a study contract for the appropriate studies. The listener who wants to become a student, may only become one by means of competition.

## **SECTION ONE**

### **CHANGING THE STUDY PROGRAMME**

156. Persons studying in spots funded by the State at the University or other Lithuanian institutions of higher education may change their study programme within the same group of fields of studies (field of studies for those enrolled before 2017) at the same or a different institution of higher education without changing the kind of studies, without losing the remaining part of State study financing, no later than the end of the first semester of the first academic year, and provided they have no academic failures.
  - 156.1. A person receiving a study scholarship, studying in first or second cycle studies, or the integrated studies, may change their study form and/or study programme within the same groups of fields of studies at the same or different institution of higher education without changing the kind of study programme (university, college studies) no earlier than after finishing the first academic year and not have any academic failures.
157. The person wishing to change their study programme may do so after each semester (except for the case described in clause 156.1), but they must have completed the semester and not have any academic failures.
158. The University may admit the person requesting to change their study programme, if there are enough available spots in their programme of choice and the plan of admissions to the programme set by the University is not exceeded.

- 158.1. The person, who wants to change a study programme, may apply for it if at least 2/3 credits but no more than 75 percent of the whole study programme can be recorded as passed in the programme of choice. The differences of the programme may be completed in one calendar year and are not considered as academic failures.
159. The subjects (modules) of the State-funded student who is changing their programme, are recorded as passed after the assessment of their correspondence to the formal and objective requirements of the desired study programme. Studies of programmes at other universities are recorded by following the procedures described in chapter XII herein.
160. The University may admit the State-funded student wishing to change their study programme if there is a free spot in the desired study programme, without exceeding the enrolment plan to the State-funded places determined in the legal acts of the Republic of Lithuania.
161. The person wishing to change their study programme must address the dean of the faculty they wish to join the programme of no later than 10 days before the beginning of the new semester. The request is to be submitted via LSMUSIS. The student must indicate the current and desired study programmes in the application to change the study programme, as well as provide the documents necessary to record the studying results (see clause 360.2) with the application.
162. When the Faculty dean receives the applications students, who want to change their study programmes, they shall form the ranking order of students based on the following criteria:
- 162.1. all study results;
  - 162.2. priority given to the study programme they are applying to at the time of admissions to the study programme;
  - 162.3. the competitive score in the desired field of studies (for those changing programmes after the first semester).
  - 162.4. The competitive score in the desired field of studies when it is not lower than the competitive score of the last person to be admitted to a particular course of the study programme.
163. The Faculty dean shall submit the recommendation to the Rector regarding the transfer of the student to the desired study programme. The decision about the student's transfer shall be formalized by the Rector's order. The Faculty's dean or a person authorised by them shall notify the student wishing to change their study programme electronically about the permission or refusal to change their study programme no later than 5 workdays after the decision is made. Within 3 days after the approval of their request to study a different study programme at the same or a different institution of higher education, the State-funded student wishing to change their study programme must notify the administrative department of the institution of higher education being changed.
164. Those studying at the University or another Lithuanian institution of higher education without State-funding may change their study programme if:
- 164.1. if there are free spots in the desired study programme and the enrolment plan set by the University is not exceeded;
  - 164.2. they have no academic failures;
  - 164.3. they have completed at least one semester of studies;
  - 164.4. their competitive score, calculated based on the subjects constituting the competitive score of the desired group of study fields, is no lower than that of the last person to be admitted to the desired study programme.
165. The person who wants to change their study programme and whose studies are not funded by the State must address the Faculty's dean no later than 10 days before the beginning of the new semester.

166. When the faculty dean receives requests from students not funded by the State who want to change the study programme, the dean shall form the ranking order in accordance with the following criteria:
- 166.1. study results;
  - 166.2. competitive score calculated according from the subjects constituting the competitive score of the desired group of study programmes.
167. The Faculty's dean shall submit the recommendation regarding the transfer of the student to another study programme in the meeting of the Rector's office. The decision shall be formalized by the Rector's order. The person, who wanted to change the study programme, shall be notified by registered mail and/or electronically about the decision regarding the transfer no later than within 5 work days after the decision is been made.
168. Changes of the study programme without changing the institution of higher education are formalised by amending the conditions within the present study contract.

## **SECTION TWO**

### **CHANGING THE FORM AND MODE OF STUDIES**

169. The student may change the form of his/her studies (from regular to extended and vice versa) if the University conducts the study programmes of the desired form and mode.
170. The student may only change the form and mode of their study programme after receiving the Rector's permit following the recommendation of the Faculty dean.
171. The student, who wants to change the study form and mode of the study programme, must submit an application to the faculty dean via LSMUSIS. The student's application shall be discussed in the Rector's office and the Rector's decision shall be formalized by way of order, which must be passed no later than 3 workdays after the meeting of the Rector's office. The Rector must pass the order not later than in 3 work days after the meeting of the Rector's office.
172. It is possible to apply for changes in the study form not later than 10 workdays before the beginning of the semester.
173. The change in study form and mode shall be formalised by changing the conditions of the present contract of studies.

## **SECTION THREE**

### **SUSPENSION AND RENEWAL OF STUDIES**

174. The studies are terminated, and the student is removed from the student registry in the following cases:
- 174.1. when the contract of studies expires;
  - 174.2. following the student's request;
  - 174.3. if the student does not return from the academic leave on the set time;
  - 174.4. when the student changes the study programme and institution of higher education;
  - 174.5. when the studies become impossible due to other objective reasons;
  - 174.6. when the student is expelled from University;
  - 174.7. in other cases, specified in legal acts.
175. The contract with the listener is cancelled in the cases specified in the clauses 174.1, 174.2, 174.5, 174.6 herein.

176. The student is expelled from the University in the following cases:
- 176.1. underachievement (failure to fulfil the plan of the study programme; failure to pass the final examinations of the study programme; failure to defend graduate thesis);
  - 176.2. punishment indicated in clause 375.4 herein is imposed.
177. The contract with the listener is cancelled in the cases specified in clauses 176.1 and 176.2 herein.
178. The student may cancel the studies at their own initiative at any time. In the cases indicated in clauses 174.2 and 174.5 herein, the student wishing to cancel the studies at their own initiative submits a request to remove him from student lists via LSMUSIS. Under mediation of the faculty dean, the decision to remove the student from the list is formalised by order of the Rector, containing the reason for removing the student from the lists.
179. The student who wants to replace one study programme with another and change institutions of higher education, must inform the faculty dean via LSMUSIS of the current study programme no later than 5 work days before the beginning of the new semester.
180. If the circumstance indicated in clauses 185 and 187 herein becomes apparent, the Rector, following the faculty dean's recommendation, and with approval by the members of Rector's office (except cases described in clause 178 herein) makes the decision regarding the removal of the student or listener from the student list and the expulsion of the student or listener from the University. This decision is formalized by the Rector's order. The Rector's order must include the reason for the student's removal from the student list and expulsion from the University. The Rector must make the decision no later than 3 workdays after the most recent meeting of the Rector's office. The faculty dean notifies the student or listener in question about the decision no later than 2 workdays after it is made.
181. The decision to expel the student or listener may be made at any time during the academic year.
182. The persons, who are expelled from the lists of students or listeners, must account with the University completely, according to the procedure defined in the chapter XVI herein and in the contract of studies.
183. Following the request of the students or listeners, who have been deleted from the lists of students or listeners, the academic certificate may be issued upon their request, where the studied subjects, their volumes and evaluations are indicated. This certificate shall be issued by the faculty dean no later than within 5 work days after the student or the listener has applied in LSMUSIS. Exceptions may apply in case student did not fulfil his material, financial and/or other to the University according to the study contract. In such cases, the certificate is only given after settlement with the University.
184. The expelled student may apply to the Rector for renewal of studies in a spot not funded by the State no sooner than one year after their removal from the student list and the beginning of the semester (except for cases specified in clause 189 herein).
185. The Rector, following the student's application, recommendation of the faculty dean and with the approval of the Rector's office, issues the order of study renewal, where the beginning of the studies and the list of the subjects (modules) to be studied is indicated.
186. If changes to the study programme after suspension of studies account for no more than 20 percent, the person may be admitted to a higher course (semester). They are granted a period of one year to liquidate the study programme differences. These differences are not considered to be academic failures.



187. If the changes in the study programme after interruption of the studies make more than 20 percent, the Rector, following recommendation of the faculty dean and with the approval of the Rector's office, decides which course (semester) the student shall study in.
188. The faculty dean may determine the subjects (modules) of the changed study programme, which exams (credit tests) the student or the listener must pass after renewal of studies.
189. The student, who has not participated in the final examination or the defence of the graduate thesis of the study programme, or has failed to pass the final examination or graduate thesis, or taken final exam or defended the graduate thesis, must renew the studies following the clauses 184 and 185 herein.
- 189.1 The student who has failed to pass the final examination or graduate thesis of the study programme, is allowed to take the final examination and defend the graduate thesis after paying the determined fee.
- 189.2 The student who has not participated in the final examination or the defence of the graduate thesis of the study programme, is allowed to take the final examination and defend the graduate thesis once free of charge.
190. The decision to allow the renewal of studies in the case specified in clause 189 herein can be made, following recommendation of the faculty dean and having the approval of the Rector's office, no sooner than three months after the expulsion of the student, except when the student was expelled because of academic cheating; in this case, the application for renewal of studies may be submitted no sooner than after one year.

## **SECTION FOUR**

### **ACADEMIC LEAVE**

191. The student who is unable to continue the studies due to illness, pregnancy or infant care and presents documents confirming the facts, or due to personal reasons, is granted academic leave. Academic leave may be granted to the student at any time of the academic year.
192. The student has the full right to return to a study spot with the same funding.
193. The request for academic leave may only be submitted via LSMUSIS. The decision regarding academic leave is formalised by order of the Rector, following the mediation of the faculty dean.
194. Academic leave may be granted for the following periods:
- 194.1. due to illness – for one year with the possibility to extend this period, but not for more than 3 years in succession;
- 194.2. due to pregnancy, childcare or paternity leave – for the period specified in the laws of the Republic of Lithuania, but no longer than three years;
- 194.3. due to personal reasons for - for one year but no more than one time during the entire study period.
195. The duration of academic leave is calculated from the day indicated in the Rector's order.
196. Academic leave may be extended, except in the case specified in article 194.3. The student may submit a request to extend the academic leave via LSMUSIS. The decision to allow academic leave is formalised by order of the Rector, following mediation from the faculty dean.
197. Academic leave may be terminated. The student may submit a request to cancel the academic leave via LSMUSIS. The decision regarding termination of academic leave is formalised by order of the Rector, following mediation from the faculty dean.

198. The student must submit a request to renew their studies via LSMSUSIS no later than 10 workdays before the last day of the granted academic leave. The faculty dean decides regarding the renewal of studies, as well as the date of renewal of studies, no later than 5 workdays after the request is submitted. The faculty dean submits the decree for the renewal of studies to the Centre of Studies.
199. If the student to whom the academic leave was granted does not apply for renewal of studies within the term specified in clause 198 herein, a warning that the student is to be removed from the list of students if they do not submit a request for the renewal of studies within 30 days after dispatch of the warning, is sent to the student via registered mail. The faculty dean passes the decree to temporarily extend the period of academic leave for the period from the dispatch of the warning, to the submission of a request by the student, or the Rector's order to remove the student from the list of students. If the student does not submit a request within the extended period, they are expelled by order of the Rector.
200. Under academic leave, the student is given the right to repeat the subjects in which they had academic failures and to liquidate them. The fee for repeated studies is set in section 10, chapter IX herein.

## **CHAPTER IX**

### **STUDENT AND LISTENER ACHIEVEMENT EVALUATION**

201. The evaluation procedure of students and listeners is applied to study programmes of all study cycles and forms at the University, so long as it does not contradict provisions within the Regulation of Residency Studies and the Regulation of Doctoral Studies of the University.
202. The planning, organisation and execution of student and listener evaluation shall follow the following principles:
  - 202.1. validity (the evaluation is linked to the planned study results of the study programme (subject, module or cycle));
  - 202.2. reliability (information received during evaluation and evaluation results must be objective and evaluator independent);
  - 202.3. clarity (the evaluation system must be informative, comprehensive to evaluators and evaluatees);
  - 202.4. usefulness (the performed evaluation must aid the evaluatees in the pursuit of study programme goals and planned study results);
  - 202.5. impartiality (methods employed during evaluation must be equally suitable for all evaluatees);
  - 202.6. publicity (the evaluation is based on publicly accessible criteria, while the evaluation results and their explanations are available to the evaluatees).
203. The procedures of graduate thesis writing and/or final exams of individual study programmes may be determined by separate documents prepared by the faculty responsible for the study programme or the study programme committee. In such cases the procedures must not contradict the legal acts of the Republic of Lithuania, and the provisions of this Regulation shall only be applied to the extent of provisions not replaced by the aforementioned procedures.

## **SECTION ONE**

### **TYPES AND METHODS OF STUDENT AND LISTENER ACHIEVEMENT EVALUATION**

204. Diagnostic, formational and cumulative evaluations of students and listeners are performed at the University.
205. The diagnostic evaluation is applied in order:
- 205.1. To verify the minimum required student or listener preparation for classes; if positive evaluation results are a precondition for student or listener participation in class, students or listeners must be informed of the evaluation procedure, as well as other procedures of the subject (module), at the beginning of said subject (module) studies;
  - 205.2. to determine the initial level of knowledge and/or skills of the students or listeners for the purpose of future study progress evaluation;
  - 205.3. to aid lecturers in choosing teaching methods and/or adjusting the study contents by creating the conditions necessary for the effective achievement of planned subject (module) study results.
206. The formational evaluation is applied during studies of a subject/module in order to critically assess and correct the studying of students or listeners. In order to assess general competences in parts of the study programme (or study programmes), in which practical and social skills are important (problem solving in problem-based learning studies, internships, etc.), the formational evaluation is carried out by employing the method of multi-source feedback (lecturer-group-self-evaluation, 360-degree evaluation, and other methods);
207. The cumulative evaluation is used to assess student or listener achievements in studying a subject (module). The cumulative grade is a part of cumulative evaluation.
208. The strategy of student or listener achievement evaluation, as well as subject descriptions are overseen by lecturers responsible for the preparation of the subject (module) programme, which is confirmed by the study programme committee.
209. The methods of student or listener evaluation must correspond with the planned study results outlined in the subject (module) programme and coincide with the contents and methods of the subject (module).
210. Cumulative evaluation is used within the University, except for subjects (parts of modules), which have different methods outlined in their evaluation strategy.
211. When cumulative evaluation is used, its constituent components are certain study results outlined in the subject (module) programme. Separate study results must be evaluated by separate components of the cumulative grade.
212. Cumulative evaluation is performed in keeping with the following principles:
- 212.1. a cumulative share must account for no less than 50 percent of the final credit test/examination grade;
  - 212.2. the final evaluation is not a mandatory part of cumulative evaluation – the cumulative share may account for 100 percent of the final examination grade;
  - 212.3. the cumulative share is calculated in a ten-point grading system, with the total score being multiplied by a coefficient corresponding to the percental value of the cumulative share;
  - 212.4. A credit test, when used as the concluding examination of a subject(module) graded by the cumulative method, is considered passed when, following the provisions in clause 212, a minimum grade stated in the subject (module) description has been accumulated

and entered into the electronic registry; “Pass” is marked in the electronic registry;

- 212.4.1. If the minimum grade stated in the subject/module description has not been accumulated and electronic register indicates record “Not passed” in the subject where credit test is used as an evaluation grade, student may retake that part during the week of finalisation of academic debts. If a credit test is not passed till the indicated deadline, student shall submit a motivated request to extend the deadline in the LSMUSIS. A permission is formalised by the Rector’s order following the mediation from the department responsible for the module and submission by the dean of the faculty. Retake is performed following the provisions of section nine in the chapter IX.
- 212.5. The cumulative portion of examinations is concluded once the cumulative grade of the student has been calculated by following the requirements outlined by the unit responsible for the studies (described in the evaluation strategy of the subject), and “Pass” has been marked in the standard study booklet for students enrolled prior to 2017.
- 212.6. The final evaluation of the examination may account for no more than 50 percent of the final examination grade. The final evaluation is passed if, following the procedure outlined by the unit responsible for the studies, a passing grade (five) is given.
- 212.7. If a student fails in the final testing or refuses to take it, but in the course of studies has accumulated such cumulative share of the examination evaluation that is sufficient for being awarded a passing grade, the grade of the cumulative share of the examination evaluation shall be entered as their final grade.
213. The unit responsible for the teaching of a subject (module) must prepare, publish and introduce to the students or listeners the evaluation criteria, the programme of cumulative and final evaluation or examination, the requirements, and the composition of the examination grade of the subject (module) prior to the beginning of the subject (module). The programme may not be changed during the entire period of studies of the subject (module) (cycle, semester, academic year).

## **SECTION TWO**

### **FORMS OF STUDENT AND LISTENER ACHIEVEMENT EVALUATION**

214. In the course of studies of subject/module, forms of evaluation are a colloquy, defending of practical assignments, a control work, a course paper, a presentation of case history, etc., from which the cumulative grade is formed, and the entry “completed” is recorded in the student’s e-credit book (standard printed credit book for those enrolled before 2017) and examination register.
215. Upon completion of studies of subject/module, the forms of evaluation are the following: a credit test (for the ones, who have entered before 2010), an examination, and an independent work (project) of the student. The forms and contents of such evaluations shall be planned by a unit that prepares the study programme of the subject/module and conducts the studies.
216. Students and listeners shall be introduced to the strategy of achievement evaluation and the subject’s description at the beginning of a subject (module) by the unit conducting the studies.

### **SECTION THREE**

#### **CONTENTS OF STUDENT AND LISTENER ACHIEVEMENT EVALUATION**

217. The evaluation content of the subject/module is provided by the unit that prepares the study programme of the subject/module and conducts the studies. If the subject/module is implemented by more than one unit conducting the studies, each of them shall prepare the evaluation content of appropriate part of the subject/module and the unit in charge of conducting the studies of the subject/module shall make general evaluation content of the subject/module;
218. The evaluation content must correspond to the planned studying results of the subject/module and the content of studies of the subject/module.
219. The evaluation content of the subject/module shall be approved by the unit in charge by changing the description of the subject/module following the procedure defined in University's acts and procedures.
220. The changes in the evaluation content are not allowed when the students or listeners of certain year start the studies of the subject/module. If the changes of evaluation content are made during the academic year, these changes shall be approved and come into effect with regard to the next academic year.
221. The lecturers teaching the subject shall select the particular evaluation tasks corresponding to the evaluation content following the procedure determined by the University's unit responsible for the studies of the subject/module.
222. The evaluatees cannot be familiar with the evaluation tasks before the evaluation of achievements of students and listeners. The lecturers, who prepare the evaluation tasks and carry out the evaluation, shall be responsible for the confidentiality of evaluation tasks.
223. In order to introduce the students and listeners to the evaluation procedure and to create the conditions for self-checking before the evaluation, similar tasks may be presented for them, provided these tasks are not included into evaluation.

### **SECTION FOUR**

#### **TERMS AND TIMETABLES OF STUDENT AND LISTENER ACHIEVEMENT EVALUATION**

224. The terms and volumes of the diagnostic and forming evaluations are determined by the unit conducting the studies of the subject/module and this unit shall inform the students and listeners hereof in the beginning of the subject/module.
225. The dates of intermediate cumulative evaluations are determined in the detailed timetables of the subject/module and published before the beginning of certain subject/module.
226. The dates of final exam of the subjects/modules shall be determined and published in general timetable of the studies.
227. In presence of objective reasons, which do not allow carrying out the evaluation on the set time, the new evaluation date is planned considering the timetables of studies of other subjects/modules and the requirements of this Regulation for preparation terms for the evaluation. The changed evaluation dates shall be published in certain timetables of studies at least 5 workdays before the new evaluation date when earlier evaluation date is determined and not later than 5 workdays from the old evaluation date when later evaluation date is

- determined.
228. The students and listeners participate in the evaluation procedures at the time set for certain group(s) of students. The student or listener may come on other time only in the following cases:
- 228.1. when the student studies according to the individual timetable of studies approved following this Regulation;
- 228.2. in case of important reasons indicated in the clauses 370.1 and 370.2, and if the individual evaluation time has been coordinated in written in advance with the unit conducting the studies responsible for evaluation and if the permit of the Faculty's dean has been received;
- 228.3. if participation in evaluation procedures at the set time is impossible due to unforeseen circumstances (Irresistible force (force majeure)). In such cases, the student or listener must inform the unit responsible for the studies of the causes, and provide documents confirming the reasons of absence before the evaluation grade is entered into the electronic registry as described in this Regulation. A new time of evaluation is set in accord with the student or listener, once the cause of absence is no longer present.
229. If a student or listener is absent from an evaluation (credit test / examination / verification / independent assignment (project)) due to reasons not listed in clause 228 of this Regulation, they shall not receive a grade.
230. In cases of failure to receive a passing grade or absence (except circumstances defined in clauses 228.1, 228.2, 228.3), repeat evaluation (credit test, examination or the final evaluation part of an examination) shall be conducted during the week of academic failure liquidation. If failures are not liquidated before the end of the semester, they shall be liquidated in accordance with procedures outlined in section IX of chapter IX herein.

## **SECTION FIVE**

### **ORDER OF PROCEDURES AND ORGANISATION OF CUMULATIVE EVALUATION**

231. This section outlines the procedures used for examination. The clauses in this section may be used for other forms of evaluation so long as they coincide with the general nature of the evaluations. Clauses 232-238 herein apply to all cumulative evaluation procedures.
232. Students and listeners may participate in cumulative evaluation once they have completed the part of the study programme being evaluated and have been granted the right to participate in evaluation. If students or listeners are not granted the right to participate in evaluation due to unfinished parts of the study programme by the set deadlines, the unit responsible for studies of the subject (module) shall make decisions regarding completion of the unfinished parts of the study programme and participation in evaluation.
233. The cumulative evaluation is organized in the following manner:
- 233.1. the evaluation is performed in the place(s) selected and announced in advance at the time indicated in the timetable;
- 233.2. the evaluation premises must be suitable for the implementation of evaluation tasks and to be of the size sufficient for the planned number of evaluatees;
- 233.3. the University shall provide the students or listeners with tools necessary for the evaluation;
- 233.4. surveillance and video recording equipment may be installed in the evaluation

- premises. In such a case the personal data protection is secured following laws of personal data protection and the premises must be marked by appropriate information signs or notices;
- 233.5. codes are assigned to the students or listeners for the written tasks (the works are encoded) so that the persons, who evaluate the written work, would not be able to identify the person, who has written that work. The personal identity is related to the work (the work is decoded) only after the work's evaluation;
  - 233.6. audio recording equipment may be used for the oral evaluation tasks. Such a record may be used when the appeals are considered. The records shall be stored for one year after the evaluation.
  - 233.7. the evaluation supervision shall be organized by the responsible unit(s) conducting the studies. The persons supervising the evaluation must put sufficient efforts to control the examination procedure and not to prevent the evaluation participants from execution of evaluation tasks without having an important reason;
  - 233.8. the evaluator shall register the students and listeners for evaluation in the beginning of evaluation. The students and listeners are identified using the student's certificate, student's card or other personal identity document with a photo;
  - 233.9. the student or listener may use only the information sources and tools announced publicly and in advance during the evaluation. It is forbidden to use other information sources and tools than specified in this clause;
  - 233.10. the University may use the permissible special connection-blocking devices during the evaluations;
  - 233.11. the evaluation tasks shall be performed individually and independently, unless indicated otherwise directly;
  - 233.12. the staff of the unit conducting the studies and persons delegated by the University's administration or council of Student Representative Office may participate in the evaluation and observe its course and procedures. The same person cannot be supervisor, evaluator or the evaluatee at the same time;
  - 233.13. additional rules may be set for evaluation; in such a case they must be announced publicly before the evaluation and the students and listeners must be introduced to them in advance;
  - 233.14. if circumstances, which may affect the process and results of an evaluation, arise, clause 259 herein shall be applied.
234. The evaluators and/or other persons assigned by the unit conducting the studies and responsible for evaluation shall ensure order during the evaluation, and they shall be assisted by observers of the evaluation.
  235. If the evaluator or observer participating in the evaluation suspects that the student or the listener uses or has impermissible sources or tools, the student or listener must help to diminish suspicions. The disagreement of the student or the listener to cooperate is regarded as proof of their academic dishonesty and violation of evaluation procedure.
  236. The evaluatees, who violate the evaluation procedure, lose the right to stay in the evaluation, while the tasks they were implementing shall not be evaluated.
  237. The unit conducting the studies is responsible for informing the dean of the faculty in which the studies are conducted in written form of violations of cumulative evaluation procedures, providing the circumstances of evaluation, the person responsible and the nature of the violation. If the evaluatees used, or attempted to use, forbidden tools (or sources) or were in possession of them, such tools (or sources), if possible, are to be collected, and, along with

information about the violation of evaluation procedures, provided to the faculty dean. The faculty dean shall remain in possession of the tools (or sources) until a decision regarding the punishment of the student or listener is reached. If the evaluatee disagrees with the suggested punishment and appeals to the Commission of Dispute Investigation, the aforementioned tools (or sources) remain in possession of the faculty dean until the conclusion of the appeal investigation. If the decision of the Commission of Dispute Investigation is appealed to the Senate, the aforementioned tools (or sources) remain in possession of the faculty dean until the dispute is settled with the Senate.

238. Punishments, defined in chapter XIV herein, shall be imposed upon evaluatees, who violate the procedure of evaluation described herein, considering the nature of the violation. In cases of academic dishonesty violations (except for cases outlined in clause 304.1 herein), punishments defined in clause 375.4 herein shall be imposed.
239. The unit conducting the studies that organizes the evaluation of works must secure the validity of the evaluation by assigning the sufficient number of competent evaluators.
240. The results of evaluations shall be announced following the terms and conditions of clause 247 herein.
241. When the evaluation results are announced, the student or the listener is entitled to get familiar with the detailed evaluation of their work and get explanations about the work's defects or made mistakes.
242. The explanation of the students' or listeners' evaluation shall be organized not later than in 1 workday after the announcement day of the evaluation results.
243. The validity and entry of student evaluation results into the LSMUSIS registry of the University is the responsibility of persons indicated in chapter VII, section VI herein.

## **SECTION SIX**

### **PROCEDURE OF STUDENT AND LISTENER ACHIEVEMENT EVALUATION**

244. The exams may be conducted in written or orally, with regard to the particularity of the subject/module. The evaluation conducted by computer when the answers are given using the computer shall be equal to the written examination. The examination form is indicated in the subject's/module's description.
245. A ten-point scale is used for the final grading of students or listeners in subjects (modules). The lowest passing grade is 5. The mathematical rules of number rounding are applied during evaluation grade rounding to the hundredth, i.e.,  $6,49 = 6$ , and  $6,50 = 7$  (except for the rounding of grades below the passing grade, i.e.,  $4,75 = 4$ ). The grade received by the student or listener is entered into the LSMUSIS electronic registry and the electronic credit book (standard printed credit book for students enrolled before 2017) both as a number and its value in written word.
246. Grades, their meanings, and assignment to levels of achievement for study results, are the following:



Grade	Meaning	Values used when a portion of the planned knowledge, skills and abilities within a study programme have been achieved	Description	Level of achievement
10 (ten)	Excellent	95-100 %	Excellent, exceptional knowledge and skills	Excellent
9 (nine)	Very good	85-94 %	Solid, good knowledge and skills	
8 (eight)	Good	75-84 %	Better than average knowledge and skills	Average
7 (seven)	Moderate	65-74 %	Average knowledge and skills	
6 (six)	Satisfactory	55-64 %	Worse than average knowledge and skills (capabilities)	Borderline
5 (five)	Weak	50-54 %	The knowledge and skills (capabilities) satisfy minimal requirements	
4 (four)	Insufficient	40-49 %	The minimal requirements are not satisfied	Inapplicable
3 (three)	Unsatisfactory	30-39 %		
2 (two)	Bad	20-29 %		
1 (one)	Not evaluated	Less than 20 %		

247. The results of examinations, or other forms of student achievement evaluation, shall be entered into the LSMUSIS registry within 5 workdays after the examination or evaluation date published on LSMUSIS, as described in the provisions regarding procedures of LSMUSIS data handling, usage and administration. Cumulative scores are entered into the registry within 5 workdays after the examination or evaluation date set in the timetable, but no later than 1 day before the following evaluation of the same subject (module).

247.1. if the student took the exam, independent work(project) according to the timetable and received a passing grade, they are not allowed to retake the evaluation and improve the received score;

248. Examination or independent assignment (project) scores received by students or listeners are entered into the electronic registry. The score (grade) is entered into the registry and signed in the registry by the evaluating lecturer and the head of the unit.

- 248.1. The average of examination / independent student assignment (project) grades is calculated as the sum of all grades of subjects within the semester, divided by the number of subjects within the semester.
- 248.2. If the grade average of a period longer than one year is calculated, the arithmetic mean of all study scores is calculated.
- 248.3. If a single examination / student independent assignment (project) is evaluated multiple times (due to repeated evaluation after initially failing to pass), the arithmetic mean of all grades received for that examination / student independent assignment (project) is calculated and used during the calculation of grade averages for the semester, academic year or study period exceeding one year.
- 248.4. All calculation results are rounded to the hundredth.
- 248.5. The course average is the sum of grade averages of all students within a course, divided by the number of students whose grade averages were summed.
249. The lecturer must present detailed explanation of the evaluation of the students or listeners following their request.
250. If the student or listener does not agree with the evaluation, they may appeal the evaluation results by following clauses 263-280 herein.
251. The right to conduct examinations is held by professors, associate professors and lecturers. An assistant professor is also entitled to examine, if instructed so by the head of a unit conducting the studies. Participation in an examination may be taken by the staff of the unit conducting the studies, the Rector, Vice-Rectors, chancellors, Dean of the Faculty and representatives delegated by the Student Representative Office. Other persons may take participation in an examination only by permission of the Rector, Vice-Rector or Dean of the Faculty.
252. The student is entitled to take final evaluations only when the entry "completed" is recorded in the student's e-credit book (traditional printed for those enrolled before 2017) and LSMUSIS electronic examination register.
253. The student may decide not to take the final testing, if in the course of studies, she/he has managed to accumulate such cumulative share of the examination evaluation that is sufficient for being awarded a passing score (grade), except the cases when the final testing is indicated as "mandatory positive".
254. If the final testing consists of several assignments that are evaluated individually, the final evaluation grade shall be calculated by adding the grades from 1 to 10 received in every individual assignment, and the total amount shall be multiplied by a coefficient corresponding to the final testing result expressed in percentage.
255. No fewer than 2 calendar days (not including Sundays and national holidays) shall be provided for preparation for final evaluations (cyclic subjects), and at least 1 calendar day of the time assigned for the subject (module) (not including Sundays and national holidays) for cycles 3 credits or less in volume. Students are not exempt from attendance of non-cyclic subjects during this time period.
256. Subjects, studied and evaluated by grade in prior studies or studies of a different programme, may be accepted if the study results of a particular subject (module) do not differ substantially. In such cases, the location and time of the subject (module) studies, as well as the received grade, are marked in the LSMUSIS credit book (along with the standard credit book for students enrolled before 2017). A part of a module may be accepted if already studied at the University and graded.
257. Earlier study subjects are recorded according to chapter XII of this Regulation.

## **SECTION SEVEN**

### **ABSENCE OF THE STUDENT AND LISTENER IN ACHIEVEMENT EVALUATION**

258. Students or listeners shall participate in examinations, credit tests or other subject (module) evaluations on times indicated in timetables.
259. If the student cannot come to the exam or other evaluation of the subject/module based on circumstances indicated in the clauses 228.2, 228.3, the manager of the unit conducting the studies shall appoint new examination time following the clause 283.3 of this Regulation and the student's written request. When the semester ends, the decision regarding extension terms shall be made following the procedure described in the clauses 283.6 - 283.7 herein.
260. In case of the circumstances, which may potentially affect the evaluation process and results, the student shall immediately notify hereof the lecturer in charge of examination before the exam/ examination of the cumulative grade (or evaluation of any other component) begins. The lecturer shall inform the supervisor of the unit conducting the studies (module) about these circumstances. Any explanations submitted after the evaluation shall not be considered.
261. If the student is absent in the examination or in a part of a final evaluation, "Absent" is entered into the relevant box of the electronic registry or the evaluation of the accumulated part (accumulated by the student) is entered. If a positive grade has not been accumulated, it is allowed to sit once the final evaluation during the semester's academic debt's liquidation week. The received grade is entered into the first box.
262. If a student or listener has not attended a part of the cumulative evaluation or received a negative score of the part of the cumulative evaluation, he/she must be provided an opportunity to be evaluated on the missing part of the cumulative evaluation once prior to the determined date of the final evaluation;

## **SECTION EIGHT**

### **APPEALS OF STUDENT OR LISTENER ACHIEVEMENT EVALUATIONS**

263. If the student or listener does not agree with the evaluation of the studying achievements and its explanation provided in the unit conducting the studies that was in charge of evaluation or the evaluation procedures, they are entitled to submit an appeal.
264. Appeals are allowed in the following cases:
- 264.1. regarding the results of the credit test (or other intermediate evaluation);
  - 264.2. regarding the exam's results;
  - 264.3. regarding the evaluation procedures;
  - 264.4. regarding the evaluation results and procedures of the final exam or graduation work.
265. The student is entitled to appeal:
- 265.1. in 1 workday after announcement of the results in the case specified in the clause 264.1 herein;
  - 265.2. in 2 workdays after announcement of the results in the case specified in the clause 264.2 herein;
  - 265.3. in 1 workday after evaluation in the case specified in the clause 264.3 herein;
  - 265.4. in 1 workday after announcement of the results in the case specified in the clause 264.4 herein.
266. In the cases specified in the clauses 264.1, 264.2 and 264.3 herein the appeals shall be brought

- to the dean of the Faculty, where the student or listener studies, and in the case specified in the clause 265.4 the appeals shall be brought to the Rector.
267. The appeals shall be brought in written. There should be indicated the evaluation parts or procedures, regarding which the disagreement is expressed, and the motives of such disagreements. In the cases specified in the clauses 264.1, 264.2 and 264.3 herein, the appeal commission shall be formed and the examination terms of the appeal shall be determined following the decree of the Faculty's dean not later than in 3 work days after the receipt of the appeal. In any case the appeal must be examined in 14 work days at the most after the appeal's submission.
  268. In cases specified in clause 264.4 herein, a commission of appeals, responsible for the investigation of appeals, is formed in advance and by order of the Rector, no later than 2 workdays before the final examination or graduate thesis evaluation
  269. In cases specified in clause 267 herein, a commission of appeals is formed by 2 representatives of the Student Representative Office and 5 administration and/or lecturer representatives. The person whose evaluation is appealed may not be a member of the commission. The commission of appeals acts in accord with procedures defined by clauses 271-280 herein.
  270. In the case specified in the clause 268 herein, the commission of appeals is formed by 3 representatives of the Student Representative Office and 6 administration and/or lecturer representatives, unless stated otherwise by provisions regarding final examinations within the study programme in question. The commission of appeals acts in accord with procedures defined by clauses 272-280 herein.
  271. The appeal commission shall follow the Law of Science and Studies, this Regulation and other internal legal acts of the University in its activities.
  272. The form of the appeal commission's activity is a meeting. The commission's meetings are legitimate if more than half of the commission's members take part in them. The commission's members shall elect the president among the members by the majority of votes. The decisions of the appeal commission shall be made by the voting majority, when more "for" votes are received than "against" votes.
  273. The appeals are examined in oral procedure.
  274. The appellant shall be invited to the meeting of the appeal commission. The appeal commission shall listen to the opinions of the evaluating lecturer and the appealing student. The person appointed by the Faculty's dean (in the cases specified in the clauses 264.1, 264.2 and 264.3 herein) or the Rector (in the case specified in the clause 264.4 herein) shall inform the student or the listener about the meeting not later than 1 work day before the scheduled meeting.
  275. If the appellant does not come to the meeting, the appeal shall not be examined. The appellant shall be informed by electronic means no later than 2 workdays after the decision. If the appellant notifies the appeal commission in advance about his/her planned absence and its grounds, the appeal commission, after considering the reasonableness of the grounds, shall decide on a new term of appeal. The appellant shall be informed of the commission's decision electronically, no later than 2 workdays after the decision has been made.
  276. The commission of appeals determined the validity of appeals. If an appeal is deemed as unsubstantiated, the initial grade remains valid. In cases of appeals via e-mail, the appellant shall be informed of the commission's decision no later than 2 workdays after the decision has been made.
  277. In cases of appeals outlined in clauses 264.1 and 264.2 herein, when appeals regarding written evaluations are made, nothing but the written work is evaluated by the commission of appeals.

If an appeal regarding oral examination or evaluation procedures outlined in clause 264.3 herein is made, the commission of appeals, having investigated the complaint and determined the basis of appeal fulfilment, may allow the student or listener to retry the examination, credit test or thesis defence. If an appellant was examined orally and preparatory notes are present or if the oral evaluation was recorded, the commission of appeals may take the information into account during deliberations regarding appeal substantiation.

278. The appeal commission shall make decisions by common agreement. The appeal commission may make the following decisions:
- 278.1. not to satisfy the appeal and to leave the previous evaluation;
  - 278.2. to satisfy the appeal and to change the evaluation (when the appeals for written examinations specified in the clauses 264.1, 264.2 are examined);
  - 278.3. to satisfy the appeal and to allow repeating the examination, not considering the period until the new examination to be the period of failures, and without including the appealed evaluation into the total number of evaluations (when the appeals for oral examination specified in the clauses 264.1 and 264.2 and the appeals specified in the clause 264.3 are examined);
  - 278.4. to satisfy the appeal and to allow re-taking the final exam or re-defending the graduation work (when the appeals brought according to the clause 264.4 are examined).
279. The appellant shall be informed of the decisions of the commission of appeals electronically, no later than 2 workdays after the decision has been made.
280. The decisions of the appeal commission regarding the procedural violations of decision-making may be appealed to the Commission of Dispute Settlement.

## **SECTION NINE**

### **ACADEMIC FAILURES AND THEIR LIQUIDATION**

281. A student, who has failed an examination, independent assignment (project) or credit test, has the right to retake the evaluation free of charge twice, following the procedures and terms outlined in clauses 283.3, 283.6, 283.7 herein, but no later than the end of the ongoing academic year, i.e., 31 August of the academic year.
282. If the intermediate or final evaluation of a subject (module) requires a passing grade, but the student fails, even 5 or more is accumulated, , 4,99, i.e., a failing grade, will be entered into the electronic registry, even if 5 or more cumulative points were collected prior, and the student will be permitted, with the intermediation of the head of the unit responsible for the subject / module head, to submit a request to the faculty dean for the permission to retake the evaluation once, before the end of the ongoing semester (31 January for the autumn semester, 30 June for the spring semester). Once the intermediate or final evaluation (of the particular part of the module) has been retaken and passed, the grade, consisting of the cumulative portion and the grade of the second / third retaking of the final evaluation, is entered into the second box of the electronic registry.
283. The following is the procedure of academic failure liquidation:
- 283.1. One week at the end of the ongoing semester is assigned for academic failure liquidation;
  - 283.2. The last week of August is assigned for the liquidation of academic failures of the entire academic year. If a student fails to liquidate their academic failures during this period, they must repeat the academic year and are not registered for the further semester of their studies, as outlined in the provisions of clause 120.4 herein;

- 283.3. The head of the unit responsible for the studies may extend the terms of evaluations to the end of the semester (31 January for the autumn semester, 30 June for the spring semester);
- 283.4. Evaluations are taken or retaken only during the academic failure liquidation week outlined in the timetable. The faculty dean, in accordance with units conducting the studies, provides the academic failure liquidation timetable to the Centre of Studies no later than 2 months before the beginning of the week of academic failure liquidation. The Centre of Studies is then responsible for publishing the timetable in the Academic Information section of the website of the University. The timetable of the academic year academic failure liquidation week is published together with the timetable of the academic failure liquidation week of the spring semester;
- 283.5. The units conducting the studies based on the requirements of clause 108 must provide students, who were absent in practical the conditions necessary to perform them once prior to the beginning of the academic failure liquidation week;
- 283.6. Provided a substantiated student request, the faculty dean may extend the term of autumn semester academic failure liquidation until 10 February prior to 31 January.
- 283.7. The student, who has failed to liquidate their academic failures before the deadlines defined in clauses 283.3 and 283.6 herein, and has submitted a reasoned request via LSMUSIS, may have their term of academic failure liquidation extended until 31 August by provision of the faculty dean and intermediation of the head of the unit conducting the studies. These academic failures are liquidated during the week of academic failure liquidation for the academic year. For final year students, the term of academic failure liquidation may be extended until the date of graduate thesis submission to the qualification commission.
- 283.8. Permission for the student to take credit tests, subject (module) examinations or to perform independent student or listener assignments (projects) is given by the head of the Centre of Studies. The unit conducting the studies enters the date of evaluation, passing status and/or grade of the examination or independent student assignment (project) into the permission form. The original copy is delivered to the dean's office.
- 283.9. The student with academic failures shall be considered a failed student after the deadlines defined in clauses 283.3, 283.6 or 283.7 herein.
- 283.10. The student who fails to liquidate their academic failures in subjects, which provide knowledge and skills required for further studies, during the terms outlined in clause 283.7 herein, must repeat their studies by provision of the faculty dean and decision of the Rector, as stated in clause 120.4 herein. The decision to make the student repeat their studies shall be formalised by order of the Rector, indicating the subjects (modules) the student must repeat.

## **SECTION TEN**

### **REPETITION OF STUDIES**

284. Studies are repeated in the following cases:
- 284.1. the student has failed the exam of the subject/module for three times;
  - 284.2. the failure is not completed during repeated studies;
285. A student can study the following repeatedly:
- 285.1. one or several subjects/modules of the same year;
  - 285.2. the whole programme of one semester – when none of the subjects/modules of that

- semester have been evaluated by passing grade;
- 285.3. the whole programme of one year of studies – when none of the subjects/modules of the study programme of that year of studies have been evaluated by passing grade.
286. If subjects being repeated by the student are prerequisites for other subjects, they shall not be allowed to study the latter subjects.
287. The repeated studies are subject to tuition fees.
288. The student starts to study repeatedly having paid the fee determined by the Council and having received the Faculty's dean's permit, in which the volume to be repeated is indicated.
- 288.1. The student who shall repeat the subject or module shall submit the request to repeat the subject or module in LSMUSIS addressed to the dean not later than 10 days before the first day of semester in which that subject or module is taught. Faculty dean shall draw the resolution on the request and state the date when repeating of module or subject shall start no later than in 5 days after the request is submitted. Following the dean's resolution, the Centre of Studies enrolls student to appropriate group and issues appropriate written note to the student.
- 288.2. If student, to whom permission to repeat the subject was issued, fails to submit the request for registration to the subject by the deadline indicated in the clause 288.1., a written warning note is issued and delivered to the student by registered post. Student is notified that failing to submit a request for repeating the subject or module in 30 days from the date when warning note is issued but not later than subject of module begins, provisions of the chapter IX section nine will be applied.
289. When only some subjects/modules are repeated, the manager of the unit conducting the studies may include the previously done works of that subject/module and intermediate tests following the recommendation from the teaching lecturer.
290. When the student repeats the studies, they are entitled to retake the failed exam twice.
291. The student can repeat the same semester or course no more than twice.

## **SECTION ELEVEN**

### **EVALUATION ETHICS**

292. The principles of academic ethics shall be followed during the evaluation process of the students' achievements.
293. During the formational evaluation and when the feedback to the students or listeners is granted during the cumulative evaluation, the evaluators shall follow the principle of maximal benefit for the study process of the studying person. The evaluations of personal character, evaluations, which humiliate personal dignity or violate general ethical principles, are not allowed.
294. When the achievements of the students or listeners are evaluated during the cumulative evaluation, the evaluators shall follow the principle of maximal impartiality and principle of privacy (confidentiality) of the evaluated results, unless special provisions of results' announcement are provided by other legal acts.
295. The students and listeners, who take part in any form of the evaluation, shall perform the evaluated work according to the principles of academic honesty (independent work, non-plagiarizing, correct quoting, etc.).
296. No methods of impact on evaluators are allowed during the evaluation process (presents or other compensation, pressure, etc.).
297. Notices about violations of the evaluation ethics shall be submitted to the Faculty's dean. Such

- notices may be submitted by the evaluatees, evaluators, evaluation observers or other members of the academic community. The notice may be submitted to the Faculty's dean not later than in 1 workday after certain violation or learning about such violation of ethics.
298. The Faculty's dean shall form the commission for the investigation of evaluation ethics violations from 6 representatives of the administration and/or lecturer representatives and 3 representatives of the Student Representative Office no later than 2 workdays after having been addressed.
299. The form of the commission's activity is meeting. The commission's meetings are legitimate if more than half of the commission's members are present. The commission's members shall elect the president among the members by the majority of votes.
300. Violations of evaluation ethics are investigated orally. If necessary, the Faculty's dean may decide to receive the written explanations of the interested persons. If the Faculty's dean decides that it is necessary to receive the explanations of such interested persons, they shall inform the interested persons about such a decision and determine the term for submission of their written explanations. If the written explanations of the interested person(s) are not received, the commission is not prevented from investigation of the violation of evaluation ethics and making the decision.
301. The commission shall make decisions by common consent. When the commission investigates the possible violation of evaluation ethics, it shall make one of the following decisions:
- 301.1. to recognize that no ethical violation has taken place;
  - 301.2. to recognize that the ethical violation of the evaluator has taken place and to inform the commission of employment and certification of lecturers and research workers of certain Faculty hereof;
  - 301.3. to recognize that the ethical violation of the evaluatee has taken place and to suggest the Faculty's dean to annul the evaluation results and/or to apply disciplinary punishments.
302. The commission must decide not later than in 3 workdays after the commission's formation.
303. The commission's decisions regarding procedural violations of decision-making may be appealed to the Commission of Dispute Settlement.

## **SECTION TWELVE**

### **ACADEMIC HONESTY**

304. Violations of academic honesty during evaluation are the following:
- 304.1. talking – it is communication with other participating persons with regard to the study programme. It is forbidden to talk during the evaluations unless it was indicated otherwise publicly before the evaluation. In case of the first offence the student is warned by making certain remark in the evaluation protocol/examination page. If the student offends repeatedly, the punishment specified in the clause 375.4 herein shall be imposed to the student or the listener;
  - 304.2. having and using of mobile phones, other electronic means or other impermissible information sources. Having mobile phones, other electronic means or other impermissible information sources covers the possibility to use directly or remotely, openly or secretly, certain means or sources for their direct purpose or otherwise, if such actions could lead to receiving or conveyance of information. If it is determined that the student or the listener has or uses the impermissible information sources, mobile phone or other electronic means, the punishment specified in the clause 375.4 herein shall be imposed;



- 304.3. copying from other students or listeners. The copying of the whole or part of the work from other students or listeners is considered to be an impermissible usage of the information sources. If it is determined that the student or listener has copied from another student or listener, the punishment specified in the clause 375.4 herein shall be imposed;
- 304.4. feigning as another student or listener. If it is determined that another person participates or intends to participate in the evaluation in place of the student or listener, the punishment specified in the clause 375.4 herein shall be imposed on said student or listener. If the person, who intended to participate or participated in examination in place of the student or listener, studies at the University, the punishment specified in the clause 375.4 herein shall be imposed on them as well.
305. In case of suspicion that the student or the listener was cheating, the dean of the Faculty, where that student or listener studies, shall form the commission following the clause 307, not later than in 3 workdays after the evaluation.
306. The following are considered the cases of academic cheating while preparing the written works:
- 306.1. plagiarism – intellectual theft of various sorts (texts, visual aids), conscious appropriation of research data, simulation and falsification of the scientific work, and usage of the data in the scientific works (essays, papers, course works, projects, theses of scientific work, graduation works, etc.) without indicating the sources of knowledge. In case of the suspicion about the plagiarism, the Faculty's dean shall form the commission following the clause 307. All the graduation works must be checked regarding the plagiarism; other written works may be checked in case of suspicion of plagiarism;
- 306.2. duplication of the work – repeated usage of the scientific work or its part (repeated presentation for evaluation), when the written work had already been presented and defended in this or other educational institution in Lithuania or abroad, without making such references in the sources. The commission formed by the Faculty's dean following the clause 307 herein, shall decide about the work's duplication;
- 306.3. falsification of the research data. The data used in the scientific work must be collected by the work's author or their publication source must be indicated. The falsification of the research data is academic cheating and violation of the research ethics. The commission formed by the Faculty's dean following the clause 307 herein, shall decide about the falsification of the research data;
- 306.4. other cases not specified in the clause 306 herein, which are used to achieve better results by cheating. The commission formed by the Faculty's dean following the clause 307 herein, shall decide about the recognition of certain case as academic cheating.
307. The Faculty's dean shall form the commission to investigate the cases of academic cheating specified in the clauses 304 and 306 herein from 1/3 of the University's lecturers (one lecture must be from the other unit conducting the studies than the unit where the written work was done), 1/3 representatives of the Faculty's administration and 1/3 students delegated by the Student Representative Office. The Commission shall assess not later than in 7 work days (in the case specified in the clause 304) or not later than in 4 work days (in the case specified in the clause 306) after the commission's formation whether the work contains the facts of academic cheating described in the clauses 304 and 306 herein and it shall submit its conclusions to the Faculty's dean. The Commission may use all the technical tools necessary to assess the fact and volume of certain academic cheating. If the fact of academic cheating is

confirmed, the Faculty's dean shall submit the decision for the Rector's consideration regarding the punishment indicated in the clause 375.4.

## **CHAPTER X PROCEDURE OF DETERMINING AND COMPARING STUDY RESULTS**

### **SECTION ONE ASSIGNMENT OF STUDY RESULTS ACHIEVED BY THE STUDENT TO LEVELS OF ACHIEVEMENT**

308. The period of academic learning (studies) for comparing the study results of the student admitted to the University:
- 308.1. the study results of students admitted in 2009 and later shall be compared to the study results of the same course in the same field and form of studies (course hereafter) in which they are studying, every year, when the academic year is over. Limitations of the study programme are not considered when determining and comparing student study results;
  - 308.2. The student's results after the completion of the module (subject) shall be evaluated by attributing them to certain level of achievements. The level of study achievements of the evaluated period shall be determined for each student after the evaluation period set by the University, which cannot exceed one academic year;
  - 308.3. Study results achieved by the student are attributed to the appropriate level of achievement every year, during every course of first cycle studies and integrated studies, once the evaluation period is over;
  - 308.4. The period of evaluation may not exceed one academic year, starting on 1 September, and ending on 31 August;
  - 308.5. If the study period of a subject (module) does not correspond to the evaluated period, the study achievements of this subject (module) are included, for purposes of achievement level assignment, to the evaluated period, during which the subject (module) is evaluated;
  - 308.6. The credit volume of subjects (modules) is not considered while determining the level of achievements during the period being evaluated, except in cases determined in clause 320.8 herein;
309. Three levels of study achievements in modules (subjects) are distinguished: excellent, typical and threshold:
- 309.1. The student is attributed to the excellent level of achievements when: they know up-to-date sources, theories and principles of the subject (field) and is able to create and develop new ideas; they are able to apply their knowledge and solve complex and atypical problems of the study field and related professional activity; they are able to collect, assess and interpret data independently, and to make decisions based on them; they are able to logically convey information, ideas, problems and solutions while communicating with specialists of the same or different areas of study; they have the studying capacity necessary for further studies and independent learning;

- 309.2. The student is attributed to the typical level of achievements when: they know the most significant theories and principles of the subject (field) and are able to substantiate the essential achievements within the area of studies; they are able to apply their knowledge and solve standard problems within the study field and related professional activity; they are able to independently collect, assess and interpret data in their field of study, which are necessary to make decisions; they are able to convey usual information, ideas, problems and solutions in the study field; they have the studying capacity necessary for further studies and independent learning;
- 309.3. The student shall be attributed to the threshold level of achievements when: they know the most significant theories and principles of the subject (field); they are able to apply their knowledge and solve simple problems of the study field; they are able to participate in collecting, assessing and interpreting data within their study field, which are necessary to make decisions; they are able to convey the main information, ideas, and problems of the study field; they have the capacity for independent learning.
310. The student is academically successful if they do not have academic failures, have fulfilled all the requirements set for the study programme for the evaluation period, and who has achieved the excellent or typical level of achievements. An academic failure is an academic examination/test failed during the evaluation period not exceeding one academic year, as provided in clause IX, chapter IX herein.
- 310.1. It is considered that the student has reached an excellent level of studying achievements in the evaluation period if the evaluations of at least four fifths of the modules (subjects) are on the excellent level, with the remainder being no lower than the typical level;
- 310.2. It is considered that the student has reached a typical level of studying achievements in the evaluation period if the evaluations of at least three fourths of the modules (subjects) are of the typical or excellent levels, and the others – on the threshold level;
- 310.3. The student is considered to have reached the threshold level of study achievements if they have accounted for all modules (subjects), but their study achievements do not reach the typical level;
311. Mathematical rounding rules are not applied when determining the level of student achievements for the period of evaluation.
312. The assignment of achievement levels to student achievements is conducted by the Centres of Studies and Informational Technology, following the principles defined in clauses 320-323 herein.
313. The 10-point study result grading system corresponds to study achievement levels in the following manner: excellent achievement level – 9 and 10; typical achievement level – 7 and 8; threshold achievement level – 5 and 6 (see clause 242 herein).
314. The ranking order list of successful students is created by listing their study achievements in decreasing order. Persons assigned by the heads of the Centres of Studies and Informational Technology and approved by order of the Rector are responsible for the creation of the aforementioned list, as well as the presentation of the data to deans' offices and other institutions.
315. If the student has academic failures after the evaluative period due to the circumstances defined in Clauses 228.2 and 228.3, decisions regarding their study results are made by a commission formed by the order of the Rector. The commission consists of the faculty deans, 1 representative from the Centre of Studies, 1 representative from the Centre of Informational Technology, and 1 student representative assigned by the Student Representative Office.
316. Students on academic leave are not included in the list of successful students, except in cases

when the person is competing for compensation of tuition fees, as described in section II, chapter X herein.

317. The creation of the academically successful student list and procedures of student academic achievement comparison are conducted within 10 days from the deadlines for academic failure liquidation for the academic year set herein. The list of academically successful students is fixed on 1 September of the ongoing year, signed by the faculty dean and head of the Centre of Studies, and kept in the Centre of Studies until one year after the completion of studies by students enrolled in the relevant year.
318. All student evaluations must be entered into LSMUSIS before the end of the period of entering evaluation results into the system (within 5 workdays after the end of the week for academic failure liquidation for the academic year).
319. After the end of the period of entering evaluation results into the system (5 workdays), all student achievements within the period from 1 September until 31 August are calculated, and the achievement level is determined for each student.
320. For the purposes of determining and comparing study results, students of the same field, form and course are ranked by study results of a period no longer than one year, with priority given in the following order:
  - 320.1. Level of achievements – excellent, typical, threshold;
  - 320.2. Number of evaluation results at the excellent level;
  - 320.3. Retaken subjects – if an examination or independent assignment (project) is repeated or retaken several times (due to negative evaluation results); the last received evaluation is used while calculating the level of achievements, while giving priority to students who received their results on the first attempt;
  - 320.4. Arithmetic mean of evaluation results;
  - 320.5. The sum of evaluation results at the excellent level;
  - 320.6. The sum of evaluation results at the excellent and typical levels;
  - 320.7. The sum of all evaluation results;
  - 320.8. The evaluation result in the subject with the highest volume in credits;
  - 320.9. Evaluation result average during the entire study period, or the competitive entrance score for first year students.
321. Evaluation results of retaken, recorded or Erasmus subjects are not considered during the creation of the ranking order of successful students.
322. During the creation of the ranking order of successful students as described in clause 320 herein, only students whose number of evaluation results received at LSMU during the evaluated period is no lower than the number set in the study plan for one semester of the appropriate course.
323. Two lists are created for determining and comparing student academic results: the list of students funded by the State, and the list of students not funded by the State.
324. All students whose achievements are at the threshold level or are not assigned to a level, are sent an electronic notice about the possibility of losing their State-funded spot. The student may submit an appeal to the head of the commission of student result determination and comparison regarding a wrongly determined level of achievements.
325. The student, whose first cycle studies or integrated studies are funded by the State, maintains State funding for their studies after the period of evaluation set by the University and not exceeding one academic year, if they meet the criteria of successful studying defined in clause 310 herein. If the student does not meet the criteria of successful studying, they lose their State financing, except in the case described in clause 326 herein. The student who loses State

financing must pay the tuition fee set by the institution of higher education, while, following procedures set by the institution of higher education, the available State-financed spot is occupied by the student of the same study field, course and study form who is not funded by the State, has the best study results, and meets the criteria of successful studying. If the number of available spots is lower than students meeting the criteria of successful studying, priority is given to students, who, during the period of evaluation, received more subject (module) evaluation results at the excellent level.

326. If no students of the first cycle or integrated studies within the appropriate study field, form and course who are unfunded by the State meet the criteria of successful studying, students funded by the state who have no academic failures are allowed to maintain their State funding, even if their achievements are at the threshold level.
327. If more State-funded spots are available than there are student applicants not funded by the State who meet the criteria of successful studying, the remaining spots are not occupied.

## **SECTION TWO**

### **COMPENSATION OF PAID TUITION FEES**

328. The paid tuition fee or its part not exceeding the standard tuition fee, is compensated for persons who finish the academic year or a part of it with the best academic results, and who studied the academic year or a part of it in first and second cycle study or integrated study spots not funded by the State.
329. Students who studied in spots not funded by the state, who are applying for tuition fee compensation, are ranked within the field of studies according to results of a period not exceeding one year, with priority given in the following order:
  - 329.1. Level of achievements – excellent, typical, threshold;
  - 329.2. Retaken subjects – if an examination or independent assignment (project) is repeated or retaken several times (due to negative evaluation results), the last received evaluation is used while calculating the level of achievements, while giving priority to students who received their results on the first attempt;
  - 329.3. Arithmetic mean of evaluation results;
  - 329.4. The sum of evaluation results at the excellent level;
  - 329.5. The sum of evaluation results at the excellent and typical levels;
  - 329.6. The sum of all evaluation results;
  - 329.7. The evaluation result in the subject with the highest volume in credits;
  - 329.8. Evaluation result average during the entire study period, or the competitive entrance score for first year students.
330. Evaluation results of retaken, recorded or Erasmus subjects are not taken into account during the creation of the ranking order of successful students.
331. During the creation of the ranking order of successful students as described in clause 329 herein, only students whose number of evaluation results received at LSMU during the evaluated period is no lower than the number set in the study plan for one semester of the appropriate course.
332. The list of students who studies in spots not funded by the State who are offered to be compensated for the paid tuition fees, includes students indicated in clause 328 herein, whose total number is no higher than 10 percent of the number of students graduating first and second cycle studies and integrated studies.
333. The list of students who are offered tuition fee compensation does not include:

- 333.1. Students who do not meet the criteria for a successful student;
- 333.2. Students who do not have the right for tuition fee compensation in accordance with part 2, chapter 80 of the Law of Education and Science of the Republic of Lithuania;
- 333.3. Students who received study scholarships, for the period during which they received the study scholarships;
- 333.4. Students who have completed mandatory permanent military service or basic military training and/or who received tuition fee compensation, for the period which they were compensated for.
- 333.5. Students, who, during the evaluation period, studied in spots not funded by the state, canceled their study contracts, and were accepted to State-financed spots of the same study programme, are not entered into the list of students for tuition fee compensation only for that particular year being evaluated.

## **CHAPTER XI**

### **PARTIAL STUDIES**

334. The students may study individual subjects (modules) of the study programme in other universities following this Regulation, while students of recognized foreign universities can study individual subjects (modules) at the University.
335. Students may conduct partial studies of coordinated study content and partial studies uncoordinated study content.
336. Students are admitted or allowed to leave for partial studies according to prepared programmes of partial studies approved by the sending and host institutions.
337. Students who arrive at the University are provided a registration number and entered into the database of the informational system of studies.
338. The results of partial studies are evaluated and approved by way of certificate.
339. The total duration of partial studies in other institutions of higher education may not exceed 75 percent of the total duration of the study programme, unless indicated otherwise in legal acts or contracts.
340. Students leaving for partial studies must form a trilateral contract of partial studies with the University and the host institution of higher education before the beginning of the studies, which coordinates the part of the study programme and its volume corresponding to the study field and cycle of studies.
341. A scholarship may be granted by the University to the student leaving for partial studies according to exchange programmes conducted at the University, in accordance with valid regulations for awarding scholarships, and based on studying results achieved before leaving for studies according to exchange programmes conducted at the University and is awarded for the entire duration of these studies.
342. The scholarship for the student, who returns after studies based on exchange programmes conducted at the University, is calculated based on studying results achieved during the last semester at the University and is valid until the end of the next semester at the University.
343. Payments of any scholarships awarded to the student is not cancelled during their studies abroad.

**CHAPTER XII**  
**RECORDING OF STUDYING RESULTS**  
**SECTION ONE**  
**RECORDING OF COORDINATED CURRICULUM STUDY RESULTS**

344. The studying results of the person, who has studied at other higher education institution or foreign higher education institution, according to the contract of partial studies, contract between the higher education institutions or higher education institution and foreign higher education institution, or having the content of studies coordinated on other legal ground, shall be recorded without any restrictions, provided no violations of the contract or other document, whereby the curricula have been coordinated, are not determined with regard to the studied subjects.
345. The person, who wishes to have the studying results recorded, shall submit to the University's administration the official study certificate from the other higher education institution, which must contain the duration of studies at the other higher education institution, names of the studied subjects (modules), evaluation results and the number of the accumulated credits. The record of the studying results shall be formalized by the record card.
346. If the subjects specified in the coordinated curriculum are left without being taught or evaluated not because at the fault of the person sent for studies, when that person returns to continue the studies, the conditions must be created for them to study and account for the lacking subject free of charge.
347. The student, who has not implemented or implemented incompletely the contract of studies, shall be provided with the possibility to complete academic failures within two semesters.
348. If the student leaves for partial studies just for some part of the semester, or if the beginning or end of the studies at foreign higher education institution does not correspond to the beginning or end of studies at University, the Faculty's dean may grant them permission to account for the remaining subjects (modules) at the University before leaving or after returning. The evaluations of the subjects (modules) studied at University shall be entered into registers as described herein.
349. The ground for recording the studying results of students who have studied at foreign higher education institutions is the European credit transfer and accumulation system (ECTS). Following the provisions herein, the academic recognition among the institutions of student exchange is planned. The period of studies at foreign higher education institution is recognized as a part of the study programme, while the subjects (modules) with passing grades studied abroad, the received grades, credit tests and credits are completely recognized and recorded into the study programme.
350. If the student goes abroad for a part of the semester, or if the beginning/end of the study period at the foreign higher education institution does not correspond to the beginning or end of studies at the University, the faculty dean may grant them the opportunity to account for the remaining subjects (modules) at the University before leaving or after returning. The evaluations of the subjects (modules) studied at the University shall be entered into registers as described herein.
351. The student shall fill out their study record book within LSMUSIS by transferring the names of subjects (modules) studied in other institutions of higher education in their original language, Lithuanian translations of the names, the accumulated credits and subject (module) evaluations according to the evaluation scale of the foreign institution of higher education, and/or the

ECTS grade scale.

352. Upon reception of the certificate of studies, the curator of the programme:
- 352.1. determines and assesses if the subjects (modules) studied and accounted for abroad by the student and the accumulated credits correspond to the subjects (modules) provided in the contract of studies (or its amendments) and their volume in credits;
  - 352.2. checks the electronic record card filled by the student, approves it in the LSMUSIS database of the University, and indicates which subjects (modules) from the programme studied by the student will not be needed to be studied or which will be studied only partially;
  - 352.3. enter the Lithuanian translations of the names of subjects (modules) studied abroad and recorded at the University, the accumulated credits and evaluations, into the student's electronic study book (traditional credit book for those enrolled before the 2017).
353. The evaluation results of subjects (modules) studied according to exchange programmes coordinated in advance and conducted at the University, are entered according to the grading scale of the other institution of higher education and are not converted to the grading scale of the University.
354. The student who fails to fully or partially carry out the study contract (i.e., if they receive negative grades in subjects (modules)) is provided with the opportunity to liquidate their academic failures within two semesters (considering the timetable of studies for the subject (module) within the University).
355. If the student has studied a subject (module) but failed the examination, they can retake the examination of the subject (module) by following the procedures described herein. In such a case, the subject (module) is considered to have been partially studied at the University. The received examination grade is entered into the registry according to the procedure described herein.
356. If the student fails the examination of a subject (module) and does not accumulate the necessary number of credits, they must study in full the subject (module) of their study programme, which is of the corresponding duration and appropriate volume (in credits). In such a case, the subject (module) is considered to have been studied at the University, and the received grade is entered into electronic registries following the procedures described herein.
357. If a subject (module) studied by the student corresponds to a part of a module within the Study programme in terms of contents and credits, they may study the remaining part of the module at the University. In such a case, the module of the study programme is accredited and entered into the credit book of the student. The part of the module studied at the foreign institution of higher education and the portion of the total sum of credits of the module, which the credits of the module studied at the foreign institution of higher education account for, are indicated.
358. The final recording of study results is to be carried out in accordance to procedures described in chapter XII, section one herein, by an employee of the Centre of studies assigned by the Rector.

## **SECTION TWO**

### **RECORDING OF UNCOORDINATED CURRICULUM STUDY RESULTS**

359. The studying results of the person, who has studied at the same or other higher education institution or foreign higher education institution, according to an uncoordinated curriculum, shall be recorded after having assessed the formal requirements of the studying results and their compliance to subject-related requirements of the desired study programme.



360. The student wishing to have their study results recorded, shall submit the following to the Curator:
- 360.1. A request indicating their study programme, the names of the subjects they want registered and their counterparts at the University;
  - 360.2. Documents and their copies regarding study results:
    - 360.2.1. diploma, its supplement (annex) and descriptions of subjects, if the person has acquired higher education;
    - 360.2.2. certificate of studies and descriptions of subjects if the person is a student of an institution of higher education or a foreign institution of higher education or if they have begun but not finished their studies;
    - 360.2.3. if the person wants to record study results within the institution of higher education they are studying in or has acquired higher education or has studied but not finished the studies, subject descriptions do not have to be submitted.
361. The Curator shall assess the formal requirements of studies following the legal acts of the Republic of Lithuania:
- 361.1. The status of the institution of higher education or foreign institution of higher education (its acknowledgement in the appropriate country). If necessary, they may address other institutions regarding information about the institution of higher education. Only study results from official scientific or educational institutions within Lithuania or other countries are recorded;
  - 361.2. according to the documents presented by the person – the kind of studies, the type of the study programme, the form of the studies, etc.
362. The curator of the programme assesses the compliance of study results and academic requirements of the desired study programme based on the supplement of the diploma (annex), the certificate of studies, and subject descriptions, according to the following procedure:
- 362.1. General education, fundamental study or specialised (professional) subjects are recorded if they correspond to the core goals of the study programme and the goal competences indicated in the study results;
  - 362.2. Elective subjects chosen by the students are recorded without restrictions;
  - 362.3. The graduate thesis and/or the final examination are not recorded;
  - 362.4. the total volume of subjects of college/non-university study programme subjects recorded instead of the fundamentals of studies of the first cycle or special education subjects of the programme intended to be studied, must not exceed half of the planned university study programme of the first cycle;
  - 362.5. no more than 75 percent of the volume of planned study programme may be recorded; the recorded part may contain subjects of other (lower) study cycles or study (teaching) programmes when compared to the planned study programme, but the volume of these subjects may not exceed:
    - 362.5.1. 50 percent of the volume of the first cycle study programme planned to be studied;
    - 362.5.2. 25 percent of the volume of the integrated or second cycle study programme that is planned to be studied;
  - 362.6. The curator of the programme must verify that subject descriptions provided by the student are the same as the official version valid during the studies;
  - 362.7. If necessary, the curator may consult the lecturer coordinating the subject at the University regarding the recording of a subject.
363. If the subject-related requirements of the studied or desired programme are satisfied, the

curator of the programme may do the following while submitting the offer to record the subjects to the Coordinator:

363.1. record several studied subjects as one;

363.2. record one studied subject as several;

363.3. record part of the studied subject if its volume is at least 2 credits.

364. The Coordinator shall make the final decision regarding the recording of study results within one month after receiving all the documents indicated in clause 360 herein, taking suggestions of the curator of the programme into account.

365. The names of the recorded subjects, their volume in credits and evaluations shall be entered into the supplement (annex) of the issued diploma and the certificate of studies instead of the subjects provided in the study programme, by indicating nearby, which institution of higher education subject was studied in.

366. The names and evaluations of the subjects, names of the foreign country and institution of higher education, and other data related to the record of the study results, shall be entered into the supplement (annex) of the diploma or into the certificate of studies in the Lithuanian language.

### **SECTION THREE**

#### **APPEALS REGARDING THE RECORDING OF STUDY RESULTS**

367. If the person does not agree with the decision regarding the recording of the studying results, they have the right to appeal to the Rector within 10 days after the day of the decision indicated in clause 364 herein.

368. The student's appeal regarding the recording of study results is to be examined by a commission of appeals formed by the Rector. The commission of appeals is formed from 3 University employees and 3 representatives of the Student Representation Office. The commission of appeals makes their decision by majority vote within 15 workdays after the day of the submission of the appeal. The commission of the appeals informs the student of their decision within 2 workdays after having reached the decision.

369. The University's commission of dispute settlement does not examine the appeals regarding the recording of study results.

### **CHAPTER XIII**

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

370. The objective of coordinating studies and participation in other University activities, is to create favourable conditions for the students to take part in other University activities: to represent the University spread knowledge of the University. The participation in other activity at the University covers the following:

370.1. participation in obligatory events when required by the held position, or when representing the University (meetings of the Council, Senate, councils of faculties, commissions of the University or public events, where representation is needed for the University in Lithuania or outside its territory);

370.2. participation in events beneficial to the University (spreading the name of the University, representation of student organisations, academic communities, etc.).

371. Participation in other University activities defined in clause 370.1 herein is considered as an important circumstance when dealing with questions of attendance and evaluations. Under such circumstances, disciplinary punishments may not be imposed for missing assignments or evaluations, and conditions are created to complete the programme and/or to account for the absences during the semester.
372. Participation in other University activities described in clause 370.2 herein can be considered as an important circumstance when dealing with questions of academic evaluation and the content of settling missed classes. Students, wishing to attend such events, must first coordinate their absence with the faculty dean and inform the units conducting the appropriate studies regarding the absence and inability to participate in lectures, assignments or evaluation.

## **CHAPTER XIV**

### **INCENTIVES AND PUNISHMENTS OF STUDENTS AND LISTENERS**

373. The following incentives may be applied for the students, who have distinguished themselves in academic, creative or athletic life at the University:
- 373.1. citation;
  - 373.2. letter of acknowledgement;
  - 373.3. diploma for scientific, creative or athletic achievements;
  - 373.4. scholarships of studies, incentive scholarships (including singular scholarships), nominal scholarships;
  - 373.5. other incentives, which do not contradict to the legal acts of the Republic of Lithuania and internal legal acts of the University.
374. Incentives indicated in clauses 373.1 - 373.3 and clause 373.5 herein may be awarded to listeners who distinguish themselves in academic, creative or athletic life at the University.
375. The following punishments may be imposed on students and listeners who violate the requirements set in the laws of the Republic of Lithuania, the statute of the University and other acts, the requirements set in this Regulation and other legal acts regulating the internal order of the University, or the Code of Ethics of the University:
- 375.1. warning;
  - 375.2. reprimand;
  - 375.3. strict reprimand;
  - 375.4. expulsion from the University.
376. The student or listener may be expelled from the University following the procedure defined in the Law of Science and Studies and this Regulation, if they have committed a severe violation of the provisions of the Law of Science and Studies, the Statute of the University or acts defining internal order at the University, violated student and listener duties or ethical principles. The following are gross violations:
- 376.1. the student's or listener's behaviour that discredits the University, humiliates human dignity, or other actions, which violate constitutional human rights;
  - 376.2. violation of the principle of fair competition, copying, plagiarism or other cheating related to the evaluation of student or listener skills during examinations or other evaluations;
  - 376.3. systemic violation of disciplinary, internal order or ethical norms, when the student or listener, to whom disciplinary punishments were applied at least once in the last twelve months, repeatedly violates the provisions of the Law of Science and Studies, the statute of the University or acts defining internal order, violates the duties of students

- and listeners, or ethical principles;
- 376.4. violation of equal rights of men and women or sexual harassment of members of the academic community or other persons;
  - 376.5. violence against members of the academic community or other persons, destruction University property or provocation of such actions;
  - 376.6. discrimination because of gender, sexual orientation, race, nationality, language, origin, social status, faith, views and beliefs, or instigation of such behaviour;
  - 376.7. being under the influence or intoxicated by drugs or toxic substances during the study process at the University;
  - 376.8. failure to fulfil financial obligations defined by the study contract.
377. In the case specified in clause 376.8 herein, the punishment may be imposed only if the financial obligations have not been fulfilled for a period exceeding 14 workdays after the payment deadline. When the aforementioned term expires, the student is sent a warning that if they does not fulfil their financial obligations within 14 workdays, the punishment will be imposed. If the student does not fulfil their financial obligations within the extended term, the punishment is imposed as defined herein. The Rector has a right to not impose the punishment, and to divide the financial obligations into parts, if such an arrangement is requested by the student via LSMUSIS.
  378. If punishment is being imposed on a member of the Student Representative Office, the representative office must first grant consent, except when the punishment is being imposed for failure to meet the requirements of the study programme. Representatives of the Student Representative Office have the right to express their disagreement, and to notify in writing the person responsible for imposing the punishment within 3 workdays after learning of the request to impose punishment. If disagreement by the Student Representative Office is not received within the indicated period, it is considered that no disagreements regarding the punishment are present. If the Student Representative Office expresses disagreement with the punishment, it may only be imposed on the member of the Student Representative Office by resolution of the Senate.
  379. The Rector has the right to impose all incentives specified in clause 373, and all punishments specified in clause 375 herein. Punishments specified in clause 375 herein shall be imposed by recommendation of the faculty dean or Student Representative Office and consent of the Rector's office. Decisions regarding incentive or punishment imposition are made by the Rector, and they are formalised by way of order. Requests to impose punishments or incentives are to be submitted through the dean of the appropriate faculty.
  380. The faculty dean's recommendation to the Rector to impose punishments specified in clauses 375.3 and 375.4 herein are to be discussed in the earliest meeting of the Rector's office.
  381. Punishments defined in clauses 375.1- 375.2, and all incentives in clause 373 herein (except scholarships) may be imposed by faculty deans. Requests to impose punishments or incentives to students are to be submitted directly to the dean of the appropriate faculty.
  382. The Rector or faculty dean may also impose punishments to students or listeners by their own initiative.
  383. If the punishment is imposed by the initiative of the Rector or faculty dean, they must inform the Student Representative Office no later than within 1 workday, so that, if necessary, the disagreement with the punishment, stipulated in clause 378 herein, could be considered.
  384. Requests to impose punishments on students or listeners submitted according to clauses 377, 380 and 382 herein, are registered, also indicating the date and location of the request. If the request is written, the person receiving the request must sign it.

385. The Rector or faculty dean makes the decision regarding the imposition of incentives or punishments no later than within 5 workdays after its consideration by the Rector's office, while in the case described in clause 379 herein – only when the agreement/disagreement with the punishment of the Student Representative Office is received, or when the deadline for consent by the Student Representative Office, indicated in clause 378, is over.
386. The Rector or faculty dean make one of the following decisions:
- 386.1. to impose punishment;
  - 386.2. to refuse imposing punishment;
  - 386.3. to grant an incentive;
  - 386.4. to refuse granting an incentive.
387. The decision described in clause 386 herein is formalised by order of the Rector, or by decree of the faculty dean accordingly.
388. The person requesting imposition of punishment or incentive, and the student or listener, on whom the incentive or punishment is being imposed, are to be notified about the decision no later than within 2 workdays after the order is issued.
389. The lecturer may remove the student or listener from the class due to improper behaviour that obstructs the conduction of studies. The lecturer records this as absence from the class, and informs the head of the unit conducting the studies in writing (official message or email).
390. The student or listener who does not agree with the incentive or punishment being imposed, has the right to address the Commission of Dispute Settlement in writing no later than 10 workdays after receiving the Rector's or faculty dean's decision, following the Senate-approved procedure of dispute settlement between students and the administration or other employees.

## **CHAPTER XV**

### **GRADUATION**

391. The study programme is completed with the evaluation of student achievements by defence of the graduate thesis (project) and/or final examinations, and when the person fulfils all the requirements of the selected study programme.
392. The student may take the final examination or defend their graduate thesis by recommendation of the faculty dean and permission by the Rector. The decision to permit the student to take the final examination or to defend their graduate thesis is formalised by order of the Rector.
393. Student who have academic failures are not permitted to take the final examination or to defend their graduate theses.
394. When the Rector issues the order to permit the student to take the final examination or to defend their graduate thesis, the Rector or deputy Rector for studies must pass a resolution determining the date of the final examination or defending of the graduate thesis no later than 3 workdays after issuing the order, and no later than 3 workdays before the final examination or defending of the graduate thesis. The commission of final examinations/graduate thesis defence, and the commission of appeals must be formed no later than 10 workdays before the final examination or defending of the graduate thesis.
395. The grade of the final examination / graduate thesis defence is entered into the electronic registry of the final examination or graduate thesis defence (traditional credit book for those enrolled before 2017), in the section for the final examination of the programme.
396. The student who fails to pass or does not take the final examination of the programme or fails to defend or does not attempt to defend the graduate thesis of the programme before the end of

- the semester, is removed from the list of students.
397. The student who does not agree with the received grade for the final examination or graduate thesis has the right to submit an appeal by following the deadlines and procedures defined in section VIII, chapter IX herein.
398. The person who finishes degree-granting studies, is provided documents in the form approved by legal acts, proving higher education at university:
- 398.1. To graduates of first cycle (bachelor) studies – diploma and its supplement confirming the bachelor’s degree of qualification in the field of studies and/or professional qualification, or diploma and its supplement confirming the bachelor’s degree in the major and minor fields of studies;
- 398.2. To graduates of the second cycle (master’s) studies – diploma and its supplement confirming the master’s degree of qualification in the study field and/or professional qualification;
- 398.3. To graduates of the integrated studies - diploma and its supplement confirming the master’s degree of qualification in the study field and/or professional qualification;
- 398.4. To persons enrolled in 2017 and later, and graduating studies granting a degree, documents of higher education at university are issued in the forms set by legal acts:
- 398.4.1. To graduates of first cycle studies – diploma and its supplement confirming the bachelor’s degree of qualification in the group of fields of studies and/or professional qualification, or diploma and its supplement confirming the bachelor’s degree in the major and minor fields of studies;
- 398.4.2. To graduates of second cycle studies or the integrated studies – diploma and its supplement confirming the master’s degree of qualification in the group of fields of study and/or professional qualification;
- 398.5. To persons who complete joint study programmes of different countries, one document confirming the qualification of higher education at the partner institutions of higher education partners may be issued, or two or more documents confirming national qualifications of higher education may be issued by two or more partner institutions of higher education, following the procedures defined in the national legal acts of each partner institution of higher education.
399. The Diplomas with Honours are issued:
- 399.1. to graduates of first cycle programmes who have completed degree-granting study programmes exceptionally, i.e., all evaluation results of subjects (modules) in the study programme are no lower than 8 (“good”), the average of all grades is no lower than 9 (“very good”), and the graduate thesis and/or final examination are given 10 or 9 points (“excellent” or “very good”).
- 399.2. to graduates of second cycle programmes who have completed degree-granting study programmes exceptionally, i.e., all evaluation results of subjects (modules) in the study programme are no lower than 9 (“very good”), the average of all grades is no lower than 9.5, and the graduate thesis is given 10 points (“excellent”).
- 399.3. to graduates of the integrated studies who have completed degree-granting study programmes exceptionally, i.e., all evaluation results of subjects (modules) in the study programme are no lower than 8 (“good”), the average of all grades is no lower than 9 (“very good”), and the graduate thesis and/or final examination are given 9 or 10 points (“very good” or “excellent”).
400. If the student has studied part of the subjects/modules of the programme in other institutions of higher education, the following additional information is provided in the supplement of the

issued diploma:

- 400.1. The subjects (modules) studied in other institutions of higher education are entered into the supplement to the diploma issued by the University according to the information available in the electronic LSMUSIS database of the University regarding the subjects (modules) studied by the student in other institutions of higher education and recorded at the University, their volume in credits and evaluations;
- 400.2. the subjects (modules) studied in foreign institutions of higher education are listed in the supplement to the diploma, and the country and institution of higher education these subjects (modules) were studied in are indicated;
- 400.3. subjects (modules) studied in other institutions of higher education are marked by an agreed upon marking, and the original number of credits of the subjects studied in other institutions of higher education is indicated;
- 400.4. if the student studied subjects in a foreign institution of higher education, the name of the institution is entered in the supplement to the diploma in Lithuania, with the original name given in parentheses;
- 400.5. when the diploma of University graduation is issued, the certificate of studies received from a different institution of higher education is included, and provides information about the studied subjects (modules), accumulated credits, evaluations and the description of the evaluation system of the other institution of higher education (grades according to the evaluation scale of the other institution of higher education, and the corresponding ECTS grade, and verbal evaluation). Copies of the certificate of studies are to be stored in the student's personal file in the faculty dean's office and in the Centre of International Relations and Studies (if the studies were carried out in a foreign institution of higher education);
- 400.6. if the student prepared/defended the graduate thesis (bachelor, master theses) in a different institution of higher education, the topic, number of credits and evaluation are entered in the supplement to the diploma. It is noted that the work was prepared and evaluated in another institution of higher education.
401. If students study subjects (modules) taught at the University as additional elective subjects exceeding the volumes of the study programme, the study results of these elective subjects are entered in the supplement to the diploma as additional information.
402. To students and listeners, who studied subjects or groups of subjects, or who graduated additional studies at the University, a certificate, confirming the fact and indicating all the passed subjects, their volumes and evaluations, is issued.
403. The detailed procedure of issuing, accounting for and storing diplomas is determined by the procedure of issuing, accounting for and storing diplomas of studies of the first and second cycles and the integrated studies, their supplements, annexes, doctoral diplomas, certificates of internship and residency, their forms, duplicates and forms of duplicates, approved by order of the Rector.
404. Upon graduation or cancellation of studies, the completed student's file is stored by following procedures defined in legal acts.

**CHAPTER XVI**  
**PROCEDURE OF SETTLEMENT OF THE STUDENTS AND LISTENERS**  
**WITH THE UNIVERSITY IN CASE OF TERMINATION OF**  
**INTERRUPTION OF STUDIES**

405. Upon graduation of the University, the student or listener must settle all material or financial debts and other obligations to the University, and to receive confirmation of the fact from councils and units of the University. The student or listener who has completed all cycles of studies, settles with the University following the procedure confirmed by the Rector.