

## STUDY REGULATIONS OF PANEVĖŽYS UNIVERSITY OF APPLIED SCIENCES

### I. GENERAL PROVISIONS

1. The Study Regulations of Panevėžys University of Applied Sciences (hereinafter - the Regulations) establish the system, conditions, organization and implementation of studies at Panevėžys University of Applied Sciences (hereinafter - the College), the rights and obligations of students and unclassified students and the relations between students, listeners and the College.

2. Basic concepts of study regulations:

2.1. **A graduate** is a person who has obtained a higher education qualification.

2.2. **The Academic Council** is the governing body of the College's academic affairs.

2.3. **Academic leave** - a study break granted due to deteriorating health, pregnancy, childcare or other important reasons for maintaining student status.

2.4. **Academic debt** - examination not passed by the set deadline, study work (project) not defended, practice not completed.

2.5. **Academic difference** - a module (subject) that a student wishing to change the study program or continue studies does not have due to the difference in study programs.

2.6. **AKADIS** – Panevėžys University of Applied Sciences academic study information system.

2.7. **Appeal** - a written motivated request of a student to the dean of the faculty to reconsider the assessment of the studied module (subject), the assessment of the final exam or procedural violations during the defense of the final thesis.

2.8. **Higher college education** - education acquired in Lithuanian higher education institutions after completion of college study programs, according to which a higher education qualification is awarded, or recognized as equivalent by the competent authority

2.9. **Final work (project)** - an independent student's work of a defined structure and scope, in which the level of achievement of learning outcomes is demonstrated.

2.10. **The final examination** is a form of assessment of learning outcomes designed to determine the level of a student's study results according to the requirements of the study program.

2.11. **Partial studies** - student learning according to the part of the study program that provides knowledge and skills, which are assessed and confirmed by a certificate.

2.12. **Examination (project)** - a form of assessment of a student's knowledge, understanding and abilities, designed to determine the level of achievement of the learning outcomes of a module (subject). The module exam (project) integrates all the components of the study module and is designed to determine the level of achievement of the learning outcomes of the module.

2.13. **The faculty** is an academic unit which main activity is study, applied research (artistic activity), experimental (social, cultural) development.

2.14. **An individual study plan** is a list of study modules (subjects) compiled according to the study program.

2.15. **Part-time studies** are a form of studies in which the volume of one year of studies is usually not less than 30 and not more than 45 credits.

2.16. **Cumulative assessment** - assessment of the learning outcomes of a module (subject), which consists of assessments of intermediate assessments and exam, or independent work (project) received during the whole semester.

2.17. **Unclassified student** - a person studying according to non-formal education, retraining, non-degree study programs or separate modules (subjects) of the study program (their groups).

2.18. **College** is a higher education institution that offers college studies based on professional practice and applied research, experimental development and / or professional arts, provides higher college education, and provides conditions for lifelong learning.

2.19. **Coordinating lecturer** - a lecturer assigned to the module by the Dean's decree, who coordinates the preparation and updating of the module description, certification of the module, organization of the final achievements of the module and calculation of the final assessment of the module.

2.20. **Term paper (project)** - a student's independent research or applied work performed in accordance with the methodological requirements for the preparation and defense of a term paper (project).

2.21. **Module (subject)** - a structural unit of the study program content, where:

2.21.1. **A module** is a unit of a certain number of study credits with a common goal and expected learning outcomes. The module develops specific competence (s) and can consist of purposefully integrated subjects. The minimum possible volume of the module in the College is 9 credits.

2.21.2. **The subject** is the smallest element of the study program content. The subject can be an integral part of the module. The minimum volume of the subject in the College is **3 credits**, and the maximum is **8 credits**.

2.22. **Description of the module (subject)** - a document indicating the name of the module (subject), the volume of the study module (subject) in credits and hours (indicating the amount of contact and independent work in hours), objectives, assessment criteria of the module (subject), study module (subject) content, assessment of study achievements, list of required information sources, links between module (subject) learning outcomes, study and student achievement assessment methods, organizers of module (subject) description.

2.23. **Selective studies** - studies of individual subjects, their cycles or modules, intended for the improvement or change of a person's professional qualification, expansion of professional or general education and carried out in accordance with the agreement between the college and the unclassified student.

2.24. **Full-time studies** are the main form of study, the volume of one year of studies of which is usually not less than 45 and not more than 60 credits per year.

2.25. **Full-time session studies** are a way of organizing full-time studies, when academic classes are held in periodic sessions according to the schedule of session studies. The organization and implementation of full-time session studies is regulated by the Description of the Procedure for the Organization and Execution of Full-Time Session and Full-Time Evening Studies at Panevėžys University of Applied Sciences.

2.26. **Full-time evening studies** are a way of organizing full-time studies, where academic classes take place in the evenings according to the schedule of evening studies. The organization and implementation of full-time evening studies is regulated by the Description of the Procedure for the Organization and Execution of Full-Time Sessions and Full-Time Evening Studies at Panevėžys University of Applied Sciences.

2.27. **Integrated (sequential) studies** - studies, after the completion of which a higher education is obtained and / or a professional qualification is awarded.

2.28. **Distance learning** - a student's consistent learning and teaching through distance contact and non-contact work in a virtual learning environment or using other information and communication technologies.

2.29. **Certificate of learning outcomes** - a document of a prescribed form issued to a person who has studied individual subjects, cycle of subjects or modules at the College, but who has not completed the entire study program.

2.30. **First cycle professional bachelor's studies** - a higher education degree for obtaining a professional bachelor's degree according to the sixth level of the Lithuanian Qualifications Framework.

2.31. **Professional bachelor** - a qualification degree of higher education awarded to a person who has successfully fulfilled the requirements of the first cycle college study program of a higher school (who has achieved the established learning outcomes).

2.32. **A professional bachelor's diploma** is a higher education diploma awarded to persons who have completed college studies and obtained a professional bachelor's degree or a professional bachelor's degree and qualification.

2.33. **The appendix to the professional bachelor's diploma** is a document that supplements the professional bachelor's diploma with the data necessary for international academic and professional recognition, describing the essence and content of completed studies and the country's higher education system in Lithuanian and English.

2.34. **Professional qualification** - professional training provided by the College in accordance with the procedure established by legal acts. A professional qualification consists of a system of competencies necessary for professional activities.

2.35. **Student** - a person studying at the College according to the respective study program.

2.36. **Student Representation** - an institution of student self-government representing the interests of students.

2.37. **Studies** - studying at a College by a person with at least a secondary education according to a certain study program.

2.38. **Study schedule** - a document regulating the course of the study process, drawn up for one study year.

2.39. **Tuition fee** - the annual tuition fee set by the Academic Council for the respective study program and form.

2.40. **Study credit** is a unit of study volume that calculates the average workload of a student required to achieve study results. The volume of one study credit is 25–30 student working hours (average 26.7 hours).

2.41. **The cost of a study credit** is the amount of money obtained by dividing the annual amount of the study price by the annual number of credits.

2.42. **Field of study** - academic, professional and research field, which is united by a common concept, learning outcomes and methods of their achievement (teaching, studying, assessment).

2.43. **Study certificate** - an educational document issued to a person who has completed a non-degree study program or studies (training) for the acquisition of an additional qualification or the right to perform a job (function).

2.44. **Study program** is the totality of the implementation of the field (s) of study in the higher school and its description, which envisages the learning outcomes and the study content, learning activities, methods, tools, human and other resources required to achieve them.

2.45. **Non-degree study program** - studies aimed at retraining a person, raising his / her qualification, improving his / her professional skills, preparing for independent practical activities or acquiring a qualification.

2.46. **Learning outcomes** - the student's knowledge, understanding, abilities and attitudes after completing the study module (subject) and / or the entire study program.

2.47. **Study agreement** - a document signed by the director or his / her authorized person and the student / unclassified student, establishing the agreement between the parties, defining the obligations of the College and the student / unclassified student, the method of study funding, the tuition fee and the payment procedure.

2.48. **Interdisciplinary studies** - studies aimed at achieving the combined learning outcomes of two or more fields.

2.49. **Short-cycle studies** are higher education studies for the acquisition of a professional qualification according to the fifth level of the Lithuanian Qualifications Framework.

2.50. Other terms used in the Regulation shall be understood as they are defined in the Law on Science and Studies of the Republic of Lithuania and other internal and external legal acts regulating studies.

## II. ADMISSION OF STUDENTS AND UNCLASSIFIED STUDENTS TO THE COLLEGE

3. Admission of students and unclassified students to the first year of college and short-cycle studies:

3.1. Persons with at least a secondary education and meeting the minimum requirements established in the procedure of admission to Lithuanian higher education institutions announced by the Ministry of Education, Science and Sport are admitted to the first cycle professional bachelor's and short cycle studies. Persons who meet the requirements for admission of students are admitted to study according to the parts (cycles) or individual modules (subjects) of the first cycle professional bachelor's and short cycle study programs, assessed by credits.

3.2. The College admits students to state-funded (hereinafter - state-funded students), non-state-funded (hereinafter - non-state-funded students) and non-state-funded study scholarship places. The formula for compiling a competitive score is the same for all forms of funding. The number of students

admitted according to study fields and their groups is determined by the Ministry of Education, Science and Sport. The total number of study places is determined by the Academic Council of the College, taking into account the possibilities to ensure the quality of studies.

3.3. State-funded study places can be filled by entrants included in the list of the best graduates of the secondary education program through a competition. This queue is formed and admission to state-funded places is carried out in accordance with the procedure established by the Ministry of Education, Science and Sport.

3.4. Study places not financed by the state may be filled by entrants who have not won the competition to occupy a place financed by the state, or by submitting an application for admission to a paid study place.

3.5. Persons who have acquired secondary or equivalent education abroad are admitted to study in accordance with the procedure established by the Ministry of Education, Science and Sport.

3.6. The admission procedure shall be laid down in the admission rules approved by order of the Director.

3.7. First-year students are admitted by the Director's order, which is prepared in accordance with the list of entrants and the list of signatories to the study contracts provided by the institution of general admission to higher education institutions.

4. Admission to the advanced course of college and short-cycle studies from other higher education institutions:

4.1. Persons who have studied in other Lithuanian or foreign higher education institutions recognized in accordance with the laws of Lithuania or another state or who wish to continue their unfinished studies may be admitted to a higher course.

4.2. Students may be admitted to a higher course based on academic differences. Students are admitted by order of the Director on the recommendation of the Dean of the faculty.

4.3. The results of previous studies are recorded in accordance with the Description of the Procedure for Crediting Partial Study Results and Recognition of Competences Acquired by Formal Education at Panevėžys University of Applied Sciences (Item 17 of the Study Regulations). At the request of the student, non-formal and informal learning competencies may be recognized and credited as learning outcomes of modules (subjects) in accordance with the established procedure. Academic differences are eliminated at the student's expense according to the price of one study credit valid in the year of admission.

4.4. Students admitted to a higher course pay the tuition fee set in the year of concluding the study contract, considering the number of credits, and have the right to participate in the competition to fill the vacant state-funded place.

5. Admission to qualification development, in-service training, retraining or non-formal education study programs or to study individual modules (subjects):

5.1. Persons with at least secondary education are admitted to study or qualification improvement programs that do not provide retraining and a degree, or to study separate study program modules (subjects).

5.2. Students intending to study according to non-formal adult education programs or to study separate study modules (subjects) are admitted by the order of the Director of the College. The relationship between the unclassified student and the College is formalized by the agreement. For courses and seminars, the unclassified student pays the price set by the College.

### III. STUDY SYSTEM

6. **Structure of the study system.** Studies at the College are carried out according to the first cycle college, short cycle study and professional study programs included in the Register of Studies, Training Programs and Qualifications:

6.1. Upon completion of the first cycle college study programs, a professional bachelor's degree in the relevant field of study or a professional bachelor's degree and professional qualification is obtained.

6.2. Upon completion of the short cycle program, a qualification is awarded, which is confirmed by a study certificate.

6.3. Professional study programs are designed to prepare for independent practical activities or to obtain a qualification. Studies are carried out according to:

6.3.1. programs of individual study modules (subjects) (their groups);

6.3.2. non-formal education programs.

6.3.3. Upon completion of these programs, the College issues a certificate confirming the acquired knowledge and skills.

### **7. Scope and forms of study programs:**

7.1. Studies at the College are conducted on a full-time, full-time session, full-time evening, and part-time studies basis.

7.2. The duration of first cycle college studies is at least 3 years (180–210 credits).

7.3. The scope of short-cycle study programs may be 90, 120 (in the cases specified in the description of the study field / group of fields).

7.4. The volume of non-degree and retraining programs is not less than 30 and not more than 120 credits.

### **8. Development and implementation of first cycle college and short cycle study programs:**

8.1. Only accredited study programs registered in the Register of Studies, Training Programs and Qualifications are carried out at the College. The procedure for accreditation is established by the Ministry of Science, Education and Sport.

8.2. The structure of the study program description is determined by the Ministry of Education, Science and Sport. The procedure for the preparation and renewal of study programs and monitoring of study fields is established by the Academic Council of the College.

8.3. The scope of the study program and individual modules (subjects) is determined by credits. The scope of the study program in credits is the same regardless of the form of studies.

8.4. The modules (subjects) of the study program, their scope in credits, arrangement in semesters, the number of contact and independent work hours, the form of the final assessment are determined in the study plan, which is an integral part of the study program.

8.5. Students can choose a part of the study program modules (subjects):

8.5.1. Study program specialization modules (subjects) (if it is provided by the study program).

8.5.2. Alternatively, optional modules (subjects) (from the offered modules (subjects) in the study program plan).

8.5.3. Electives (from the list of electives approved by the order of the Director of the College).

8.5.4. The pursuit of optional subjects at the College is regulated by the Procedure for Organizing Studies of Elective Subjects at Panevėžys University of Applied Sciences.

9. **Study methods.** The following study methods are used in the implementation of study programs: contact work (theoretical lectures, practicums, consultations, distance studies), practice, students' independent work:

9.1. **Contact work** - teachers' work with students according to the study and exam schedule. Contact work consists of lectures, seminars, laboratory work, practical classes, consultations, practice, etc. A teacher may work with one or more academic groups, with a subgroup, individually with one student. Contact work can also be remote.

9.2. **Internship** (cognitive, educational, professional activities, etc.) - studies led by teachers and internship supervisors, during which the student's knowledge, abilities and skills are tested and improved in professional practical activities.

9.3. **Independent work** - the student's independent studies, provided for in the description of the module (subject) and supervised by the lecturer.

## **IV. STUDY PROCESS**

### **10. Language of instruction:**

10.1. The college taught language is Lithuanian. It is taught in other languages in the following cases:

10.1.1. Expected learning outcomes are related to foreign language skills.

10.1.2. Foreign lecturers give lectures or other academic activities.

10.1.3. Foreign students study at a higher school according to a certain study program.

10.1.4. Studies take place according to joint study programs with foreign higher education institutions.

### **11. Study calendar:**

11.1. The study year is divided into semesters and holiday periods. The beginning and end of the study year, semesters, leave periods are determined by the Academic Council of the College in accordance with the following principles:

11.1.1. One year of studies consists of two semesters (autumn and spring) and two compulsory holidays (winter and summer). The fall semester usually begins on September 1st, and the spring semester typically ends on August 31st.

11.1.2. The duration of the semester is usually 20 weeks, of which 1 to 4 weeks are devoted to the examination session. The last semester of the final year is divided into two parts: study time (contact and independent work, internships, exam sessions) and time for preparing the final thesis (final project) or preparation for the final exam.

11.1.3. Holiday time: winter holiday - 2 calendar Catholic St. Christmas weeks; summer vacation - at least one month without a break during the summer; other holidays may be provided, which are indicated in the study schedule.

11.2. Contact work takes place according to the schedule of semester classes, which is approved by the head of the Center for Studies, Career and Employment. Timetables are published in the College's virtual learning environment no later than 5 days before the beginning of the semester, and for part-time students - 5 working days before the beginning of the session. If the teacher becomes ill or leaves, changes to the schedule are made, which are announced additionally.

11.3. The duration of the contact work of a full-time student per week may not exceed 40 academic hours (1 academic hour equals 45 minutes). The minimum duration of one lecture or exercise (laboratory work) is 2 academic hours, the exercise may last 4 academic hours. The lunch break is at least 40 minutes.

11.4. At the end of the semester, a minimum of 1 week exam (project defense) session is given. The schedule of the session is coordinated by the faculty according to the agreement between the lecturer and the students. Consultants at the Center for Studies, Careers and Employment check the availability of classrooms and teachers. The schedule of examinations (defense of projects) approved by the head of the Center for Studies, Career and Employment is published no later than 2 weeks before the beginning of the session. There can be no more than 7 exams / project defenses during a session.

11.5. In part-time and permanent session studies, direct contact work, project presentation, exams are organized in sessions and weekends. The session period lasts at least 40 calendar days per academic year (except for the last semester). In some cases, part of the fall semester session may coincide with the winter vacation period. Distance lectures and practicums take place between sessions, and students study independently in consultation with lecturers.

11.6. Internships can be organized during the summer, if due to the specifics of the study program they cannot be organized at another time of the year. If the internship time coincides with the rotation data calculation time, the average for that semester is calculated without the internship evaluation. In exceptional cases (work abroad, etc.), the internship may be organized on an individual schedule agreed with the internship supervisor at the College and the internship supervisor at the company / institution / organization.

11.7. During the internship, the student works a maximum of 40 academic hours per week, including teaching hours.

## **12. Introduction of the student to the content of the module (subject) and the assessment procedure:**

12.1. When starting to teach a module (subject), the teacher must present the desired learning outcomes of the module (subject) and the criteria for assessing their achievement, the content of the module (subject), study and assessment methods, cumulative assessment components and weighting coefficients, list of required information sources, remind to inform students about the importance of academic integrity, about the possible consequences of disregarding academic integrity or plagiarizing.

12.2. When releasing students for an internship, the instructor leading the internship provides the students with an internship program, indicates the goals of the internship and the structure and criteria for the evaluation of the internship, and presents the tasks of independent work. The practical training guide coordinates students' internships. If the internship is not in the College, but in a company / institution / organization, a tripartite internship agreement is concluded with the students (unless there is an agreement with the company / institution / organization - do not sign a tripartite agreement and / or the student does an internship in the College).

### **13. Accounting of study results:**

13.1. Accounting of study results is performed in faculties.

13.2. Accounting documents for study results are: module (subject) exam (project) sheet, academic debt (academic differences) liquidation sheet / sheet, individual assessment sheet, credit card for partial study results, recognition card for formally acquired competencies, academic group semester study results assessment summary, final summary of all module (subject) assessments, minutes of the qualification commission meeting.

13.3. Records of assessment of study results are made by the lecturer assessing the results of the module (subject). Within 2 (two) weeks from the beginning of the semester, the subject teacher / coordinating module teacher must enter the module (subject) study achievement assessment formula (cumulative assessment formula) and describe the intermediate assessments of the module (subject) in the AKADIS system. The formula for the assessment of study achievements of the module (subject) must comply with the formula specified in the description of the module (subject). Interim evaluations must be entered into the AKADIS system within 10 (ten) business days from the settlement date. The transcripts are filled in the AKADIS system, and the lecturer / coordinating lecturer must submit the completed, printed and signed module (subject) exam (project) transcript to the administrator of the respective faculty within 3 (three) working days after the final assessment. Students can see their progress and results by logging in to the AKADIS system. The internship supervisor (lecturer) evaluates the completed form for full-time students within 5 (five) working days after the internship and submits it to the faculty administrator. The professional practice of part-time students must be assessed before the end of the examination session.

13.4. Only the assessments of the passed exams and defended projects are written on the individual report sheet, and in the register sheet and academic debts register sheet the transcripts of academic debt where both passed and not passed are written. Evaluations of exams and projects are written in numbers (scores) and announced orally. If the student does not attend the exam or the defense of the project, the word "Did not attend" is entered in the register sheet. Re-assessments of knowledge (when a student passes the exam, defends a project) are written on the academic debt liquidation sheet / journal that the student receives at the faculties. Data from the liquidation sheet / sheet of academic debts (academic differences) and the individual report sheet are entered into AKADIS at the faculties.

13.5. At the end of the semester, according to the lecturers' records in the journal, the faculty prepares a summary of the academic group's semester study results: autumn semester - no later than 10 working days after the spring semester, spring semester no later than 10 working days after the summer holidays. At the end of the studies, a final summary of all module (subject) assessments is prepared no later than 5 working days before the defense of the final thesis.

### **14. Assessment of learning outcomes and determination of the level of learning achievements:**

14.1. The assessment of learning outcomes at the College is regulated by the Description of the Procedure for Assessment of Study Achievements at Panevėžys University of Applied Sciences. The learning outcomes of each study module (subject) are assessed by a ten-point grading system according to the description of the student achievement assessment system. The College applies cumulative assessment.

14.2. The studies of each module (subject) are completed with a final assessment of the module (subject) - an exam or an assessment of the student's independent work (project). If the studies of the module last for 2 semesters and the module is taught by several lecturers, then the studies of the 1st semester module are completed with a semester assessment with a grade as indicated in the module description. The final form of assessment of learning outcomes of the module (subject) is indicated in the study plan of the study program. Student internships are organized and evaluated in accordance with the description of the College's internship organization procedure.

14.3. The student may improve the study results of no more than two modules (subjects) during the whole study period not later than two weeks before the start date of the final thesis (project) preparation schedule. The student pays for retaking the exam in accordance with the procedure established by the college.

14.4. At the end of the semester, the level of learning achievements of the assessment period is determined for the students who have listened to the module (subject). The final level of achievement of study programs for which the description of the field of study requires, the graduate to achieve at least the typical level of achievement is determined during the final assessment.

14.5. Students' learning outcomes are assessed, and the level of learning achievements is determined according to the following system:

Pass threshold	Grade	Achievement of learning outcomes, %	Description	Level of learning outcomes	Determining the level of learning achievements
Passed	10 (excellent)	97–100	Excellent performance, outstanding knowledge and skills	Excellent	If at least four fifths of the assessments of the modules (subjects) are at an excellent level and the others are at least at a typical level
	9 (very good)	91–96	Strong performance, good knowledge and skills		
	8 (good)	81–90	Above the average performance, knowledge, and skills	Typical	If at least three quarters of the assessments of the modules (subjects) are at the standard or excellent level and the others at the threshold level
	7 (highly satisfactory)	71–80	Average performance, knowledge and skills with unessential shortcomings		
	6 (satisfactory)	61–70	Below average performance, knowledge and skills with substantial shortcomings		
		5 (sufficient)	51–60	Knowledge and skills meet minimum criteria	Threshold
Not passed	4; 3; 2; 1 (insufficient/poor)	50 and less	Knowledge and skills do not meet minimum criteria/below minimum criteria		

14.6. The learning outcomes of the module (subject) are assessed during the examination session, according to the individual study plan - may be assessed during the non-examination session upon receipt of the individual assessment sheet. Internships completed during the summer must be evaluated by 31 August.

14.7. The learning outcomes of the module (subject) are evaluated by the teacher of the module (subject). If the lecturer who has taught the module (subject) cannot supervise the study results due to illness or other important reasons, the Dean of the Faculty, in coordination with the Chairman of the program (s) of the study field (s), shall appoint another lecturer by the decree.

14.8. A student who is unable to attend the examination (defense of the project) due to illness, childbirth or other important reason may request the Dean of the Faculty to extend the examination session. It may be extended for a maximum of 2 weeks before the start of the new session. The extension time of the session depends on the reason for not attending the exam (defending the project) and its duration. The student or his / her authorized person must notify the Faculty secretariat within 3 working days from the scheduled assessment date and submit it immediately upon receipt of the justification document.

14.9. For important reasons, a student may request to advance an exam session. The Dean of the Faculty has the right to allow the student to take the exams (defend the project) until the beginning of the session specified in the study schedule, but the term of advance may not exceed one month.

14.10. Students who have been sent by the College to study according to academic exchange programs are credited with study and practice periods and learning outcomes in accordance with the Description of the Procedure for Crediting Partial Study Results and Recognizing Competences Acquired through Formal Education at Panevėžys University of Applied Sciences.

14.11. A student who does not agree with the assessment of the study achievements of the module (subject) has the right to submit an appeal to the Dean of the Faculty no later than within one working day from the date of publication of the assessment of the study achievements of the module (subject). The procedure for the submission of appeals, the formation of the Board of Appeal, the examination of appeals and the decision-making process shall be governed by the Rules of Appeal of the College.

### 15. Liquidation of academic debts:



15.1. A student who has not passed the examination or otherwise failed to report back on the study modules (subjects) provided in the study program, except in the case when he / she was dishonest during the assessment, has the right to:

15.1.1. To retake the exam or report back on the study module (subject) once free of charge once during the re-assessment week provided for in the study schedule. Without a valid reason, a student who does not exercise this right during the re-assessment week shall pay a retaking fee set by the College

15.1.2. If a student fails to pass again, he / she may take the exam or defend the project by paying the fee set by the College.

15.2. If the student's final assessment of the module (subject) was unfair, the academic debt of the module (subject) is recorded.

15.3. A student is considered to have an academic debt if:

15.3.1. Failed to pass the module (subject) exam, defense of the project, exercising the right to repeat this assessment once free of charge and failing the same exam or credit test shall not defend the project again.

15.3.2. Do not exercise the right to one retake the exam within 5 working days after the end of the session without good reasons.

15.3.3. The settlement was unfair.

15.4. The student's academic debts are fixed on the 6th (sixth) working day after the end of the session. The obtained assessments are included in the calculation of the semester average, the weighted average and in determining the level of learning achievements for the assessment period. These averages are not recalculated if the student subsequently liquidates the academic indebtedness.

15.5. The term for liquidation of the academic debts of the final year students is set by the decree of the Dean.

15.6. Students with 7 (seven) and more academic debts (academic differences) at the end of the academic year:

15.6.1. Submits a request to the Dean of the Faculty and repeats the modules (subjects) at his / her own expense.

15.6.2 Those who do not submit a request to repeat the modules (subjects) shall be expelled from the College.

15.7. Students pay a price for the repetition of a module (subject) that is proportional to the volume of the module (subject) in credits and is calculated according to the annual tuition fee set in the study agreement.

15.8. The deadline for the elimination of academic debts / differences of students admitted to a higher course, renewing studies, changing the study program and / or form, as well as returning after academic leave or after studies under the ERASMUS exchange program - approved by the Dean of the Faculty according to a separate plan-schedule.

## **16. Study mobility:**

16.1. Changing the study program or form is possible if there are vacancies in the study program to be studied.

16.2. Changing the study program:

16.2.1. Changes in the study program of state-funded students are regulated by resolutions of the Government of the Republic of Lithuania.

16.2.2. A student of non-state-funded studies who wishes to change the study program must submit an application to the Dean of the Faculty where the program is to be studied no later than 10 days before the beginning of the new semester. The application must indicate the program being studied and is to be studied, and students of other higher education institutions must submit a certificate on the study results.

16.2.3. The secretary of the faculty informs the student about the consent or refusal to satisfy the application no later than within 5 working days from the receipt of the application.

16.2.4. A student changing the study program must notify his / her former faculty within 3 working days of receiving consent to study at another faculty.

16.3. Changing the study form:

16.3.1. A student wishing to change the form of studies shall submit the application to the secretary of the faculty on behalf of the Dean of the Faculty;

16.3.2. The secretary of the faculty informs the student about the consent or refusal to satisfy the application no later than within 5 working days from the receipt of the application.

16.4. The academic differences resulting from the change of the study program or form are determined in accordance with the description of the procedure for crediting partial study results and recognition of competencies acquired through formal education at Panevėžys University of Applied Sciences. The deadline for the elimination of academic differences is no later than two weeks before the beginning of the next semester session. Irrespective of the nature of the study funding, students pay a price for academic differences that is proportional to the volume of modules (subjects) in credits.

16.5. The change of the study program and form is legalized by the order of the Director on the recommendation of the Dean of the Faculty, concluding a new study contract. Agreements with students are concluded and registered in accordance with the procedure established by the College.

16.6. Students can attend lectures on an individual schedule. A student wishing to attend classes on an individual schedule applies in writing to the Dean of the Faculty. The individual schedule takes effect by the decree of the Dean of the Faculty.

16.7. Students attending classes on an individual schedule must:

16.7.1. Settle 50% of semester mid-term evaluations of modules (subjects) at the time set by the teacher.

16.7.2. Attend at least 50 percent. classes of study modules (subjects). This item is adjusted by the decree of the Dean of the Faculty considering the peculiarities of the study program.

16.8. Students may have the opportunity to study according to an individual study plan. The individual study plan fixes the study modules (subjects), the ways of achieving the results of the modules (subjects) (attending classes with an academic group or several groups, individual learning, etc.), the form of assessment and the evaluating lecturer, the terms of assessment for modules (subjects) and final assessment. The plan is approved by the dean of the faculty.

16.9. Students of Panevėžys University of Applied Sciences may study at the same time in several study programs and at other recognized higher education institutions, and students of other higher education institutions may study at Panevėžys University of Applied Sciences. Studies at other higher education institutions may be recognized (credited) as part of studies at Panevėžys University of Applied Sciences.

16.10. For students and listeners who have completed (in full or in part) one and are pursuing a second study program at a college or other recognized Lithuanian or foreign higher education institution, the scope of studies may be reduced in accordance with the Procedure for Recognition of Partial Study Results and Recognition of Formal Competences at Panevėžys University of Applied Sciences. The final decision to credit the study results is made and validated by a decree of the Dean of the Faculty. The scope of such studies is specified in the individual study plan and study agreement.

16.11. Students who have been sent abroad to study abroad have the right to return and continue their studies under the previous conditions.

#### **17. Crediting of partial learning outcomes and recognition of formally acquired competencies:**

17.1. Persons who have studied or are studying in higher education institutions of the Republic of Lithuania or other countries according to higher education study programs, as well as persons who have acquired at least level IV qualification and wish to continue their studies at the College may be credited with previous learning outcomes or acquired competencies in accordance with the description of the procedure for Crediting partial learning outcomes and recognition of competencies acquired through formal education at Panevėžys University of Applied Sciences.

17.2. The recognition of non-formal and informal learning competencies in the learning outcomes of the study program is regulated by the Description of the Procedure for the Assessment and Recognition of Non-Formal and Informal Competences of Panevėžys University of Applied Sciences.

17.3. Students studying at a place not financed by the state and who have been credited with partial learning outcomes and / or recognized formal and / or non-formal and informal competencies may apply to the dean of the faculty for a reduction in the tuition fee for the semester. Applications for a reduction in the tuition fee for a semester may be submitted within one month from the beginning of the semester for which the tuition fee reduction is requested. Subsequent student applications for a reduction in the tuition fee for the semester are not considered.

17.4. Descriptions of modules (subjects) may be issued to persons who have studied but not completed their studies or who are studying at the College upon their request. Individuals wishing to obtain descriptions of modules (subjects) must contact the secretary of the relevant faculty. Module (subject) descriptions are issued within 10 (ten) working days from the date of submission of the application. The descriptions of the modules (subjects) prepared by the chairman of the program (s) of the study field (s) are approved by the Dean of the Faculty.

17.5. A person wishing to obtain a certificate of study results and / or descriptions of modules (subjects) must pay a fee set by the College Council.

**18. Termination and renewal of studies:**

18.1. Studies are terminated and a student is removed from the College's student lists if the student:

18.1.1. He wants it himself.

18.1.2. Does not meet the requirements set in the study program.

18.1.3. Do not return on time after an academic holiday or study break without good reason.

18.1.4. Serious violation of the Statute, the Code of Academic Ethics and the Rules of Procedure.

18.1.5. Does not fulfill the requirements of the study contract.

18.1.6. Cannot continue studies due to objective reasons (final court sentence; illness, death, etc.).

18.2. Students are removed from the lists by the order of the Director, upon a motivated request or on the submission of the Dean of the Faculty, stating the reason for the removal (item of the study regulations).

18.3. Excluded students who have fully reported to the College in accordance with the established procedure may receive a certificate of study results.

18.4. A person removed from the lists of students of the College may resume studies in accordance with the procedure established in Clause 4 of the Regulations. Such a student occupies a place of study not financed by the state, and the term for the elimination of academic differences is two weeks before the beginning of the current semester session. The application for resumption of studies must be submitted by the person no later than one week before the beginning of the new semester. The decision must be made no later than one day before the beginning of the semester.

**19. Academic leave:**

19.1. A student may be granted academic leave due to illness, on the recommendation of a doctor or doctors' advisory commission, due to pregnancy and childbirth, childcare, without losing the student's status and the right to continue studying in a state-funded or non-funded place if he / she studied there.

19.2. Academic leave may be granted for other important reasons, but for a period not exceeding one year of study for a student studying at a state-funded place and for a period of two years of study for a student studying at his or her own expense.

19.3. Academic leave is formalized at the request of the student by a decree of the Dean of the Faculty, which specifies the reason and duration of the academic leave.

19.4. If a student's study program has changed during his / her academic leave, the differences of the program may be eliminated within a period of one study year from the beginning of the renewal of studies. A student is not considered a debtor during the period of liquidation of academic differences established by the decree of the dean of the faculty.

19.5. At the end of the academic leave, no later than one week before the beginning of the semester, the student must submit a request to the Dean of the Faculty to continue his / her studies.

**V. GRADUATION OF THE COLLEGE**

20. A person who has fulfilled all the requirements of the chosen study program is considered to have graduated.

21. Persons who have completed college study programs shall be awarded a professional bachelor's degree in the relevant field (s) of study or a professional bachelor's degree and a professional qualification, which shall be confirmed by the issued diploma and its appendix. Upon completion of the short-cycle program, a qualification is awarded, which is confirmed by a study certificate.

22. The issuance of a professional bachelor's diploma and its appendix and study certificate shall be formalized by an order of the Director. Education documents are given to students after they have reported to the College, i.e. fulfilled financial obligations, returned library books, dormitory inventory, etc.

23. Students who have completed college study programs particularly well shall be awarded a special document confirming the completion of studies - a diploma with distinction. The diploma with distinction is awarded to graduates whose average grade point average is at least 9 points and who have not received a grade of at least 8 (good) modules (subjects) and whose final thesis (project) or final examination has been assessed as "Excellent" or "Very good".
24. Students who have not defended (did not defend) the final thesis (project) or who have not passed (did not pass) the final examination may be granted academic leave at their request. Students who do not submit an application for academic leave within a week after the date of defense of the final thesis (project) (passing the final exam) will be removed from the list of students.
25. Students who have not defended their final thesis/project or who have not defended it without important reasons and/or who have not passed (without important reasons) the final examination shall be allowed to prepare and defend their final thesis/project and/or take the final examinations again not earlier than one year later (in exceptional cases, a different period of time may be fixed). Such persons shall pay a fee for the resubmission of the thesis or the final examination, unless the program of study has changed, which shall be proportional to the number of credits allocated to the final assessment. The cost of the credit shall be determined according to the tuition fee for the current academic year. If the program of study has been adjusted and this has led to academic differences, the student shall be obliged to make up for these differences no later than 2 weeks before the date of the defence of the final thesis/project by paying the fixed tuition fee proportional to the number of modules/subjects covered in terms of credit.
26. Persons who have not defended or defended their final thesis (project) or failed to pass the final examination shall register for the final assessment at least 3 months before the date of the defence of the final thesis (project) or the final examination.
27. An appeal against the final evaluation procedures shall be accepted within one working day after the publication of the results in accordance with the procedure established by the College.
28. Part-time students and unclassified students who have studied individual modules (subjects) or a cycle of modules (subjects) at the College as part of a study program and who have completed the entire program of collegiate or short-cycle studies shall be allowed to defend their final thesis (project) or to take the final examination and defend their final thesis (project).

## **VI. RIGHTS AND OBLIGATIONS OF STUDENTS AND UNCLASSIFIED STUDENTS**

29. Students have the right to:
- 29.1. Study according to the chosen study program.
  - 29.2. Study according to an individual study plan.
  - 29.3. Study more than one study program or other study modules (subjects) at the same or another higher education institution.
  - 29.4. Choose the lecturers if several lecturers teach the same module (subject).
  - 29.5 Evaluate the quality of teaching and study provision for the modules/subjects studied.
  - 29.6. Propose a topic for their final thesis (project) or choose from several proposed topics.
  - 29.7. Settle the work by alternative means if he/she has a disability which prevents him/her from settling in the prescribed manner, and the alternative method of settlement ensures that the intended objectives are met.
  - 29.8. Apply to the faculty administration for credit for the results of studies achieved at the same or another higher education institution in Lithuania or abroad.
  - 29.9. Address the College administration and the Disputes Committee regarding the infringement of interests.
  - 29.10. Discontinue and resume studies in accordance with the procedure set out in the Statutes of the College.
  - 29.11. Take academic leave in the cases specified in sub-clauses 19.1; 19.2.
  - 29.12. Express his/her thoughts and views freely.
  - 29.13. Participate in the governing bodies of the College.
  - 29.14. Elect and be elected to a student representative body and freely join other associations.
  - 29.15. Undertake a voluntary internship or traineeship which is not part of the study program.

29.16. Study at higher education institutions abroad under international student exchange programs.

29.17. Exercise other rights provided for in the laws, the Statute of the College and other legal acts.

29.18. If he/she fails to pass an examination or other final settlement, he/she shall have the right to repeat this settlement once free of charge in accordance with the procedure established by the higher education institution.

**30. Unclassified students have the right to:**

30.1. Study the study modules (subjects) according to the study program of their choice.

30.2. Study according to an individual study plan.

30.3. Study other study modules (subjects) at the same or another higher education institution.

30.4. Evaluate the quality of teaching and study facilities for the modules (subjects) studied.

30.5. Settle work by alternative means if he/she has a disability which prevents him/her from paying in the prescribed manner, and the alternative method of settlement ensures that the intended objectives are met.

30.6 Refer a breach of interest to the College administration, the Disputes Committee;

30.7. Express his/her thoughts and views freely.

30.8. If he/she fails to pass an examination or any other final examination, he/she shall have the right to repeat the examination once free of charge in accordance with the procedure laid down by the Higher Education Institution.

**31. Students must:**

31.1. Achieve the results provided in the study program description.

31.2. Comply with the College Code of Academic Ethics.

31.3. Comply with the Law on Science and Studies, the Statute of the College and the internal rules of the College.

31.4. Comply with the lawful requirements of the College's lecturers and researchers, the decisions of the collegiate governing bodies and the Director.

31.5. Protect the property of the College.

31.6. Repay the loans granted for the payment of studies in the cases and procedure established by the legislation, and in the event of expulsion from the College or termination of studies - to repay the funds allocated for the payment of the tuition fees for the state-funded study places, or a part of them, and to settle the accounts with the College in full.

**32. Unclassified students must:**

32.1 Aim to achieve the outcomes set out in the description of the study module (subject).

32.2 Comply with the College's Code of Academic Ethics.

32.3 Comply with the Law on Science and Studies, the Statutes of the College and the internal rules of the College.

32.4. Comply with the lawful requirements of the College's lecturers and research staff, the decisions of the collegiate governing bodies and the Director.

32.5. Protect the property of the College.

32.6. Be fully accountable to the College.

## **VII. STUDENT PROMOTION AND PENALTIES**

**33. Promotion of students:**

33.1 The best-performing students may be paid incentive scholarships based on the results of their studies in the previous semester, and a one-time scholarship may be paid once a semester for active research and development, publicity of the study programs, representation of the College in events and competitions, performance of the duties of a group elder, and for other significant activities. The scholarship fund shall be established and these scholarships shall be awarded in accordance with the College's procedure for the award and payment of incentive, one-off and targeted scholarships.

33.2 Students may be thanked by the Director or the Dean of the Faculty for their active participation.

**34. Student penalties:**

34.1 Students who violate the Statute of the College, the internal rules of procedure of the College, the Code of Academic Ethics of the College, the Regulations on Studies of the College, or other documents regulating the activities of the College may be subject to the following penalties: remark, reprimand, severe reprimand, expulsion from the College.

34.2. He is expelled from the College by the order of the Director, on the recommendation of the Dean of the Faculty.

34.3 A student who disagrees with the imposition of a penalty or removal from the College shall have the right to apply in writing to the Disputes Committee, which resolves disputes between students and the administration or other employees related to research and study activities, not later than within three working days after the imposition of the penalty.

## **VIII. FINAL PROVISIONS**

35. The Regulations shall be approved and amended by a resolution of the Academic Board.

36. Other matters concerning the establishment of the study system, the organization and conduct of studies, the rights and obligations of students and unclassified students, and the relations between students and unclassified students and the College not covered by these Regulations shall be decided by the Deputy Director for Studies.

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