

## REGULATIONS FOR STUDIES AT PANEVĖŽIO KOLEGIJA/STATE HIGHER EDUCATION INSTITUTION

### I. GENERAL PROVISIONS

1. The Regulations of Studies of Panevėžio kolegija/State Higher Education Institution (hereinafter – the Regulations) establish the system of studies at Panevėžio kolegija/State Higher Education Institution (hereinafter – the College), the procedures for admission and organization of studies, the system for assessment of study achievements, the rights, duties and responsibilities of students and non-degree students, and their relations with the College.

2. Main terms used in the Regulations of Studies:

2.1. **Graduate** – a person who has obtained a higher education qualification, as well as a person who has obtained a qualification after completing a short-cycle study programme.

2.2. **Academic Council** – the governing body for academic affairs of the College.

2.3. **Academic leave** – a break in studies granted due to deteriorated health, pregnancy, childcare, or other important reasons while retaining student status.

2.4. **Academic debt** – an exam not passed by the deadline, an un-defended study paper (project), or an uncompleted internship.

2.5. **Academic difference** – a module (subject) for which a student wishing to change the study programme or continue studies does not have an assessment due to differences between study programmes.

2.6. **AKADIS** – College academic study information system.

2.7. **Appeal** – a written reasoned request by a student to the faculty dean to reconsider the assessment of a studied module (subject), the final examination grade, or procedural violations during the defence of the final thesis (project).

2.8. **Professional higher education (college level)** – education acquired at Lithuanian higher education institutions after completing college study programmes that award a higher education qualification, or education recognized by a competent authority as equivalent.

2.9. **Final thesis (project)** – an independent student work of defined structure and scope demonstrating the level of achieved study results.

2.10. **Final examination** – a form of assessment of study results intended to determine the level of a student's achievements according to the study programme requirements.

2.11. **Partial studies** – a student's learning according to a part of a study programme that provides knowledge and skills which are assessed and certified by a certificate.

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

2.13. **Faculty** – an academic unit whose main activities are the delivery of studies, applied research (artistic activity), and experimental (social, cultural) development.

2.14. **Individual study plan** – a list of study modules (subjects) prepared according to the study programme.

2.15. **Part-time studies** – a form of studies where the annual study scope is usually not less than 30 and not more than 45 credits.

2.16. **Cumulative assessment** – assessment of module (subject) study results consisting of grades obtained from interim assessments throughout the semester and the examination or independently completed work (project).

2.17. **Non-degree student** – a person studying under non-formal education, retraining, non-degree study programmes, or individual study programme modules (subjects) (or their groups).

2.18. **College** – a higher education institution providing professional higher education studies based on professional internship and applied research, experimental development and/or professional art, awarding professional higher education and creating conditions for lifelong learning.

2.19. **Coordinating lecturer** – a lecturer assigned to a module by the dean's order who coordinates the preparation and updating of the module description, module attestation, organization of final assessments, and calculation of the final module grade.

2.20. **Course paper (project)** – an independent research or applied student work prepared in accordance with methodological requirements for course paper (project) preparation and defence.

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

2.21.1. **Module** – a unit of a certain number of study credits with a common objective and intended learning outcomes. A module develops specific competence(s) and may consist of purposefully integrated subjects. The minimum module scope at the College is 9 credits.

2.21.2. **Subject** – the smallest element of study programme content. A subject may be part of a module. The minimum subject scope at the College is 3 credits and the maximum is 8 credits.

2.22. **Module (subject) description** – a document indicating the module (subject) title, scope in credits and hours (including contact and independent work hours), objectives, assessment criteria of learning outcomes, content, assessment methods, list of mandatory information sources, links between learning outcomes and assessment methods, and the authors of the description.

2.23. **Non-sequential studies** – studies of individual subjects, their cycles or modules intended for professional qualification improvement or change, or for expanding professional or general education, carried out under a contract between the College and the non-degree students.

2.24. **Full-time studies** – the main form of studies where the annual study scope is usually not less than 45 and not more than 60 credits per year.

2.25. **Full-time session-based studies** – a mode of organizing full-time studies where academic activities take place in periodic sessions according to the session schedule. The organization and implementation are regulated by the relevant College procedure description.

2.26. **Full-time evening studies** – a mode of organizing full-time studies where academic activities take place in the evenings according to the evening schedule. The organization and implementation are regulated by the relevant College procedure description.

2.27. **Sequential studies** – studies upon completion of which higher education and/or a professional qualification is obtained.

2.28. **Distance studies** – the student's continuous learning and teaching through remote contact and non-contact work in a virtual learning environment or using other information and communication technologies.

2.29. **Certificate of study results** – a prescribed-form document issued to a person who studied individual subjects, subject cycles or modules at the College but did not complete the full study programme.

2.30. **First-cycle professional bachelor studies** – a higher education study cycle intended to obtain the professional bachelor's qualification degree at level six of the Lithuanian Qualifications Framework.

2.31. **Professional bachelor** – a higher education qualification degree awarded to a person who has successfully completed the requirements of a first-cycle college study programme.

2.32. **Professional bachelor diploma** – a higher education diploma issued to persons who have completed college studies and obtained the professional bachelor degree or the professional bachelor degree and qualification.

2.33. **Professional bachelor diploma supplement** – a document supplementing the professional bachelor diploma with data necessary for international academic and professional recognition, describing the nature and content of completed studies and the national higher education system in Lithuanian and English.

2.34. **Professional qualification** – professional preparedness granted by the College in accordance with legal acts. It consists of a system of competencies necessary for professional activity.

2.35. **Student** – a person studying at the College under a relevant study programme.

2.36. **Student representation** – a student self-government body representing student interests.

2.37. **International student** – a foreign citizen or stateless person studying at the College under a relevant study programme.

2.38. **Studies** – learning at the College by a person having at least secondary education according to a specific study programme.

2.39. **Study schedule** – a document regulating the course of the study process, prepared for one academic year.

2.40. **Tuition fee** – the annual tuition fee for a specific study programme and form established by the Academic Council.

2.41. **Study credit** – a unit of study scope measuring the average student workload required to achieve learning outcomes. One study credit equals 25–30 hours of student work (on average 26.7 hours).

2.42. **Price per study credit** – the monetary amount obtained by dividing the annual tuition fee by the annual number of credits.

2.43. **Study field** – an academic, professional and research field united by a common concept, learning outcomes and their achievement methods (teaching, learning, assessment).

2.44. **Academic transcript** – a document issued to a person about their study results.

2.45. **Study programme** – the entirety of implementation of field studies in a higher education institution and its description, which defines learning outcomes and the study content, learning activities, methods, tools, human and other resources required to achieve them.

2.46. **Non-degree study programme** – studies intended for retraining, qualification improvement, professional skill development, preparation for independent practical activity, or acquisition of a qualification.

2.47. **Learning outcomes** – the student's knowledge, understanding, abilities and attitudes after completing a study module (subject) or the entire study programme.

2.48. **Study contract** – a document signed by the director or an authorized person and the student (non-degree student) formalizing the agreement of the parties and defining the obligations of the College and the student (non-degree student), the method of study financing, the tuition fee amount and payment procedure.

2.49. **Interdisciplinary studies** – studies intended to achieve related learning outcomes of two or more study fields.

2.50. **Short-cycle studies** – a higher education study cycle intended to obtain a professional qualification at level five of the Lithuanian Qualifications Framework.

2.51. **Other terms used in the Regulations** shall be understood as defined in the Law on Science and Studies of the Republic of Lithuania and other internal and external legal acts regulating studies.

## II. PROCEDURE FOR ADMISSION OF STUDENTS AND NON-DEGREE STUDENTS TO THE COLLEGE

### 3. Admission of students and non-degree students to the first year of first-cycle college studies and short-cycle studies

3.1. Persons having at least secondary education and meeting the minimum requirements set by the Minister of Education, Science and Sport of the Republic of Lithuania are admitted by competition to first-cycle professional bachelor and short-cycle studies. Admission to the first year is carried out in accordance with the legal acts of the Republic of Lithuania regulating general admission to higher education institutions and the College admission rules. Persons having at least secondary education are admitted as non-degree students to study under non-formal adult education programmes or to study individual modules (subjects) of study programmes.

3.2. The College admits students whose studies are funded by the state or who are awarded a study scholarship (hereinafter – state-funded students) and students studying in state non-funded places (hereinafter – non-state-funded students).

3.3. Students and non-degree students are admitted by order of the Director of the College. Study contracts are concluded with admitted students. The relationship between the non-degree student and the College is formalized by a contract.

3.4. The total number of study places is determined by the Academic Council of the College, taking into account the possibilities for ensuring study quality. The minimum number of study places in a study programme is set by the Minister of Education, Science and Sport.

3.5. Persons who obtained education in foreign institutions may, in accordance with the procedure established by legal acts, be admitted through competition to state-funded study places or apply for study scholarships at the College if they are:

3.5.1. citizens of the Republic of Lithuania, other European Union Member States, or European Economic Area States;

3.5.2. citizens of foreign countries that are not members of the European Union or the European Economic Area, and stateless persons holding a permanent residence permit in the Republic of Lithuania;

3.5.3. persons of Lithuanian origin abroad who submit a certificate issued by the Lithuanian community of the country from which they arrived confirming Lithuanian descent.

3.6. Citizens of European Union Member States, European Economic Area States and other foreign countries, as well as stateless persons who do not meet the criteria set out in clause 3.5 of these Regulations, are admitted to the College to study at their own expense in accordance with the Description of the Procedure for Admission of Foreign Citizens to the College and the Rules for Admission of Foreign Citizens to the College.

#### **4. Admission to a higher year of first-cycle college studies and short-cycle studies from other higher education institutions**

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

4.2. Students may be admitted to a higher year after evaluation of academic differences. Students are admitted by order of the Director upon the proposal of the Faculty Dean.

4.3. Results of previous studies are recorded in accordance with the Description of the Procedure for Recognition of Partial Study Results and Competences Acquired through Formal Education at the College (Clause 16 of the Regulations). At the student's request, competences acquired through non-formal learning and self-education may be recognized and credited as study results 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 year pay the tuition fee established in the year of concluding the study contract, taking into account the number of credits, and have the right to participate in the competition for a vacant state-funded place.

### **III. STUDY SYSTEM**

5. Structure of the study system. Studies at the College are carried out according to first-cycle and short-cycle study programmes, as well as non-degree and retraining programmes included in the Register of Study, Training Programmes and Qualifications.

5.1. Upon completion of first-cycle studies, students are awarded the professional bachelor's degree or the professional bachelor's degree and professional qualification, and are issued a professional bachelor's diploma and its supplement.

5.2. Upon completion of short-cycle studies, students are issued a diploma confirming the acquired professional qualification and its supplement.

6. Scope and forms of study programmes

6.1. Studies at the College are conducted in full-time and part-time forms. The education obtained after completing studies in different forms is considered equivalent.

6.2. The scope of first-cycle study programmes may be 180, 210, or 240 study credits (in cases specified in the description of the study field(s)).

6.3. The scope of short-cycle study programmes may be 90 or 120 study credits (in cases specified in the description of the study field(s)).

6.4. The scope of non-degree and retraining programmes shall be no less than 30 and no more than 120 study credits.

7. Development and implementation of first-cycle college and short-cycle study programmes

7.1. Only accredited study programmes registered in the Register of Study, Training Programmes and Qualifications are implemented at the College. The accreditation procedure is established by the Ministry of Education, Science and Sport of the Republic of Lithuania.

7.2. The structure of the study programme description is determined by the Ministry of Education, Science and Sport. The procedure for the development, updating and monitoring of study programmes and study fields is established by the Academic Council of the College.

7.3. The scope of study programmes and individual modules (subjects) is determined in credits. The credit scope of a study programme is the same regardless of the form of studies.

7.4. Study programme modules (subjects), their scope in credits, distribution by semesters, number of contact and independent work hours, and the form of final assessment are determined in the study plan, which is an integral part of the study programme.

7.5. Students may choose part of the study programme modules (subjects) themselves:

7.5.1. specialisation modules (subjects) of the study programme (if provided for in the study programme);

7.5.2. alternatively elective modules (subjects) (from the modules (subjects) offered in the study programme plan);

7.5.3. freely elective subjects (from the list of freely elective subjects approved by order of the College Director).

7.6. The implementation of freely elective subjects at the College is regulated by the Procedure for Organising Freely Elective Subject Studies of College.

8. Modes of study. In implementing study programmes, the following study modes are applied: contact work (theoretical lectures, practical classes, consultations, distance studies), internship (practice), and independent student work.

8.1. Contact work – teaching staff work with students according to the study and examination schedules. Contact work includes lectures, seminars, laboratory work, practical classes, consultations, practice, etc. A lecturer may work with one or several academic groups, with a subgroup, or individually with one student. Contact work may also be conducted remotely.

8.2. Internship (introductory, training, professional activity, etc.) – studies supervised by lecturers and internship supervisors during which the student's knowledge, abilities and skills are tested and developed in professional practical activity.

8.3. Independent work – the student's self-directed studies provided for in the module (subject) description and supervised by the lecturer.

#### **IV. STUDY PROCESS**

9. Language of instruction

9.1. Studies at the College are delivered in Lithuanian. Studies may be conducted in other languages in the following cases:

9.1.1. The intended learning outcomes are related to foreign language proficiency.

9.1.2. Lectures are delivered or other academic activities are supervised by foreign lecturers.

9.1.3. Foreign students study under the study programme.

9.1.4. Studies are conducted under joint study programmes with foreign higher education institutions.

10. Academic calendar

10.1. The academic year is divided into semesters and vacation periods. The beginning and end of the academic year and semesters, as well as vacation periods, are determined by the Academic Council of the College in accordance with the following principles:

10.1.1. One academic year consists of two semesters (autumn and spring) and two mandatory vacation periods (winter and summer). The autumn semester usually begins on 1 September and the academic year ends on 31 August.

10.1.2. The duration of a semester is normally 20 weeks, of which 1–4 weeks are allocated to the examination session. The final semester of the graduating year is divided into two parts: the study period (contact and independent work, internships, examination session) and the period for preparation of the final thesis (final project) or preparation for the final examination.

10.1.3. Vacation periods: winter vacation – two calendar weeks of Catholic Christmas; summer vacation – not less than one continuous month during summer; other vacation periods may be provided and indicated in the study schedule.

10.2. Contact work is conducted according to the semester timetable approved by the Head of the Study, Career and Employment Centre. Timetables are published in the College virtual learning environment no later than 5 days before the start of the semester, and for part-time students – 5 working days before the start of the session. If a lecturer becomes ill or is absent, the timetable may be changed; changes are announced additionally.

10.3. The duration of contact work for full-time students may not exceed 40 academic hours per week (1 academic hour equals 45 minutes). The minimum duration of one lecture or practical class (laboratory work) is 2 academic hours; practical classes may last 4 academic hours. The lunch break shall be not shorter than 40 minutes.

10.4. At the end of the semester an examination (project defence) session of at least 1 week is scheduled. The session timetable is coordinated at the faculty taking into account the agreement between the lecturer and students. Consultants of the Study, Career and Employment Centre check room and lecturer availability. The timetable approved by the Head of the Study, Career and Employment Centre is published no later than 2 weeks before the session. No more than 7 examinations (project defences) may be scheduled for an academic group during a session.

10.5. In part-time and full-time session-based studies, direct contact work, project presentations and examinations are organised in sessions, including weekends. The session period lasts at least 40 calendar days per academic year (except the final semester). In certain cases, part of the autumn session may coincide with the winter vacation period. Between sessions, distance lectures and practical classes take place and students study independently in consultation with lecturers.

10.6. Internships may be organised during the summer if, due to programme specifics, they cannot be organised at another time of the year. If the internship period coincides with the rotation data calculation period, the semester average is calculated without the internship grade. In exceptional cases (work abroad, etc.), professional activity internship may be organised according to an individual schedule agreed with the practical training coordinator at the College and the internship supervisor at the institution.

10.7. During the internship, the student works no more than 40 academic hours per week, including lecturers' consultation hours.

## 11. Student familiarisation with module (subject) content and assessment procedure

11.1. At the beginning of teaching a module (subject), the lecturer must present to students the intended learning outcomes and their assessment criteria, the module (subject) content, study and assessment methods, components and weightings of cumulative assessment, the list of required information sources, remind students of the importance of academic integrity, and inform them about the possible consequences of academic dishonesty or plagiarism.

11.2. Before sending students to practice, the supervising lecturer provides the internship programme, specifies the objectives and assessment structure and criteria, and assigns independent tasks. The practical training coordinator arranges internship placements. If internship is carried out in an external institution, a tripartite internship agreement is concluded with students (except where an agreement with the institution provides otherwise or the student completes internship at the College).

## 12. Recording of study results

12.1. Study results are recorded at the faculties.

12.2. Documents for recording study results include: the module (subject) exam (project) grade sheet, academic debt (difference) clearance sheet, individual assessment sheet, partial study results recognition card, formal competence recognition card, semester summary of the academic group, final summary of all module grades, and the qualification commission minutes.

12.3. Entries of study results are made by the lecturer assessing the module (subject). Within 2 weeks from the start of the semester, the subject lecturer (module coordinator) must enter into AKADIS the assessment formula (cumulative assessment formula) and describe interim assessments. Interim grades must be entered within 10 working days from the assessment date. Completed, printed and signed exam (project) grade sheets must be submitted to the faculty study administrator within 3 working days after final grading. Students may view their progress in AKADIS. Practice supervisors must submit internship grade sheets within 5 working days after internship completion; for part-time students – by the end of the examination session.

12.4. The individual assessment sheet records only passed exams and defended projects; grade sheets include both passed and failed results. If a student fails to attend an exam or defence, “Did not attend” is recorded. Retake results are recorded in the academic debt clearance sheet.

12.5. After the semester, the faculty prepares the academic group semester summary: autumn semester – within 10 working days after the start of the spring semester; spring semester – within 10 working days after the start of summer vacation. After completion of studies, the final summary of all module grades is prepared no later than 5 working days before the final thesis defence.

13. Assessment of study results and determination of achievement level

13.1. Assessment is regulated by the College Study Achievement Assessment Procedure. Each module is graded on a ten-point scale. The College applies cumulative assessment.

13.2. Each module ends with a final assessment — an exam or evaluation of an independently completed project. If a module lasts two semesters and is taught by several lecturers, the first semester ends with a graded semester assessment as specified in the module description. Practice is organised and assessed according to the College internship procedure.

13.3. During the entire study period, a student may improve results of no more than two modules no later than two weeks before the start of final thesis preparation. Retake fees apply according to College rules.

13.4. After the semester, faculties determine the student’s achievement level for the assessment period. Where required by the study field description, the final achievement level is determined during final assessment.

13.5. Student achievement levels are determined according to the ten-point grading system (excellent, typical, threshold, fail) as specified in the table.

Pass Threshold	Grade	Level of Achievement, %	Description	Study Achievement Level	Determination of Level of Study Achievement
Passed	10 (Excellent)	97–100	Excellent, outstanding knowledge and skills	Excellent	If not less than four-fifths of module (subject) grades are at the excellent level and the others are not lower than the typical level.
	9 (Very good)	91–96	Strong, good knowledge and skills		
	8 (Good)	81–90	Above-average knowledge and skills	Typical	If not less than three-quarters of module (subject) grades are at the typical or excellent level and the others are at the threshold level
	7 (Average)	71–80	Average knowledge and skills, minor errors present		
	6 (Satisfactory)	61–70	Knowledge and skills are below average; errors are present		
	5 (Weak)	51–60	Knowledge and skills meet the minimum requirements	Threshold	If the student has completed all modules (subjects) but their study achievement does not reach the typical level
Failed	4; 3; 2; 1 (Unsatisfactory)	50 and below	Minimum requirements not met		

13.6. Module results are assessed during the examination session; under an individual plan they may be assessed outside the session. Summer internships must be graded by 31 August.

13.7. Results are assessed by the module lecturer. If the lecturer cannot assess due to illness or other important reasons, the faculty dean appoints another lecturer.

13.8. A student unable to attend an exam (project defence) due to illness, childbirth or other important reason may request extension of the session (up to 2 weeks before the new session).

13.9. For important reasons, a student may request to take exams earlier (not more than one month in advance).

13.10. Periods and results of studies abroad under exchange programmes are recognised according to College procedures.

13.11. A student disagreeing with an assessment may submit an appeal to the faculty dean within one working day after grade publication.

14. Clearance of Academic Debts

14.1. A student who has failed an examination or has otherwise not completed the assessments for study modules (subjects) provided for in the study programme, except where the student acted dishonestly during the assessment, has the right to:

14.1.1. During the repeat assessment week provided for in the study schedule, the student may retake an examination or complete the assessment for a study module (subject) once free of charge. If, without a valid reason, the student does not exercise this right during the repeat assessment week, the student shall pay the retake fee established by the College.

14.1.2. If the student retakes (re-assesses) and fails again, the student may take the examination or defend the project by paying the fee established by the College.

14.2. If the student acted dishonestly during the final assessment of a module (subject), the student is recorded as having an academic debt for that module (subject).

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

14.3.1. After failing the module (subject) examination or not defending the project, the student uses the right to repeat the assessment once free of charge but fails the same examination/credit test again or fails to defend the project again.

14.3.2. Without important reasons, the student does not use the right to one repeat assessment within 5 working days after the end of the session.

14.3.3. The student acted dishonestly during the assessment.

14.4. A student's academic debts are recorded on the 6th (sixth) working day after the end of the session. The obtained grades are included when calculating the semester average, the weighted average, and determining the achievement level for the assessment period. If the student later clears the academic debt, these averages are not recalculated.

14.5. The deadline for clearing academic debts for final-year students is set by order of the dean.

14.6. Students who, at the end of the academic year, have 7 (seven) or more academic debts (academic differences):

14.6.1. submit an application to the faculty dean and repeat modules (subjects) at their own expense.

14.6.2. If they do not submit an application to repeat modules (subjects), they are removed from the College.

14.7. For repeating a module (subject), students pay a fee proportional to the module (subject) scope in credits, calculated based on the annual tuition fee specified in the study contract.

14.8. For students admitted to a higher year, resuming studies, changing the study programme or form of studies, as well as returning after academic leave or after studies under the ERASMUS exchange programme, the deadline for clearing academic debts (differences) is set according to an individual plan-schedule approved by the faculty dean.

## 15. Study Mobility

15.1. The study mobility procedure for international students is established in the Description of the Procedure for the Organisation and Administration of Studies of Foreign Citizens; therefore, the procedure set out in clauses 15.2–15.10 does not apply to them.

15.2. Changing the study programme or form of studies is possible if there are available study places in the intended study programme.

15.3. Change of study programme

15.3.1. The change of study programme for state-funded students is governed by Government resolutions of the Republic of Lithuania.

15.3.2. A non-state-funded student wishing to change the study programme must submit an application to the dean of the faculty where the student intends to study no later than 10 days before the start of studies in the new semester. The application must indicate the current and the intended study programme; students from other higher education institutions must provide a certificate of study results.

15.3.3. The faculty secretary informs the student of the decision to approve or reject the application no later than within 5 working days from receipt of the application.

15.3.4. A student changing the study programme, after receiving permission to study in another faculty, must inform their former faculty within 3 working days.

15.4. Change of form of studies

15.4.1. A student wishing to change the form of studies submits an application addressed to the faculty dean to the faculty secretary.

15.4.2. The faculty secretary informs the student of approval or refusal no later than within 5 working days from receipt of the application.

15.5. Academic differences arising due to a change of study programme or form of studies are determined in accordance with the Description of the Procedure for Recognition of Partial Study Results and Competences Acquired through Formal Education at College. The deadline for eliminating academic differences is no later than two weeks before the start of the next semester session. Regardless of the type of study funding, students pay for academic differences in proportion to the scope of modules (subjects) in credits.

15.6. A change of study programme and form of studies is formalised by an order of the Director upon the proposal of the faculty dean, concluding a new study contract. Contracts with students are concluded and registered in accordance with the procedure established by the College.

15.7. Students may attend classes according to an individual schedule. A student wishing to attend classes according to an individual schedule must submit a written request to the faculty dean. The individual schedule enters into force by order of the faculty dean.

15.8. Students attending classes according to an individual schedule must:

15.8.1. complete 50% of the semester's interim assessments for modules (subjects) by the deadline set by the lecturer.

15.8.2. attend not less than 50% of classes in the study modules (subjects). This clause shall be specified by order of the Faculty Dean, taking into account the specific features of the study programme.

15.9. Students may be provided with the opportunity to study according to an individual study plan. The individual study plan records the study modules (subjects), methods of achieving learning outcomes (attendance with an academic group or several groups, individual learning, etc.), the form of assessment and the assessing lecturer, and the deadlines for assessments and final evaluation. The plan is approved by the faculty dean.

15.10. College students may simultaneously study in several study programmes at the College and at other recognized higher education institutions, and students of other higher education institutions may study at College. Studies completed at other higher education institutions may be recognized (credited) as part of the studies carried out at the College.

15.11. For students and non-degree students who have completed (in full or in part) one programme and are pursuing a second programme at the College or at other recognized Lithuanian or foreign higher education institutions, the scope of studies may be reduced in accordance with the procedure for recognition of partial study results and competences acquired through formal education at the College. The final decision to recognize (credit) study results is taken and formalised by order of the faculty dean. The scope of such studies is indicated in the individual study plan and the study contract.

15.12. Students who go abroad to study by referral of the College have the right to return and continue their studies under the same conditions.

16. Recognition of Partial Study Results and Competences Acquired through Formal Education

16.1. For persons who have studied or are studying in higher education institutions of the Republic of Lithuania or other states under higher education study programmes, as well as persons who have acquired a qualification not lower than Level IV through formal education and wish to continue studies at the College, previous study results may be credited or acquired competences recognized as study results, in accordance with the Description of the Procedure for Recognition of Partial Study Results and Competences Acquired through Formal Education at the College.

16.2. Recognition of competences acquired through non-formal learning and self-education as study programme learning outcomes is regulated by the College Description of the Procedure for Assessment and Recognition of Competences Acquired through Non-formal Learning and Self-education.

16.3. Students studying in a non-state-funded place and whose partial study results have been credited or whose competences acquired through formal, non-formal or self-education have been recognized may submit applications to the faculty dean for a reduction of the semester tuition fee. Applications may be submitted within one month from the start of the semester for which a reduction is requested. Applications submitted later are not considered.

16.4. Upon request, persons who have studied but not completed studies, or who are studying at the College, may be issued module (subject) descriptions. Persons wishing to obtain module (subject) descriptions must contact the secretary of the relevant faculty. Module (subject) descriptions are issued within 10 (ten) working days from the date of application. Module (subject) descriptions prepared by the chair of the study field programme committee are approved by the faculty dean.

16.5. A person wishing to obtain a certificate of study results or module (subject) descriptions must pay the fee established by the College Council.

#### 17. Termination, Suspension and Renewal of Studies

17.1. The procedure for termination, suspension and renewal of studies for international students is established in the Description of the Procedure for the Organisation and Administration of Studies of Foreign Citizens; therefore, the procedure set out in clauses 17.2–17.5 does not apply to them.

17.2. Studies are terminated and the student is removed from the College student list if the student:

17.2.1. requests it. 17.2.2. fails to meet the requirements of the study programme, including:  
17.2.2.1. at the end of the academic year has 7 (seven) or more academic debts (academic differences) and does not submit an application to the faculty dean to repeat modules (subjects) at their own expense.

17.2.3. without an important reason fails to return on time after academic leave or suspended studies.

17.2.4. grossly violates the Statute, the Code of Academic Ethics, and internal rules.

17.2.5. fails to comply with the study contract.

17.2.6. cannot continue studies due to objective reasons (a final court judgment; illness, death, etc.).

17.3. Students are removed from the list by order of the Director based on a reasoned request or on the proposal of the faculty dean indicating the reason for removal (relevant clause of the study regulations).

17.4. Students removed from the College who have fully settled their obligations to the College in accordance with the established procedure may obtain a certificate of study results.

17.5. A person removed from the College student list may renew studies in accordance with clause 4 of the Regulations. Such a student occupies a non-state-funded study place, and the deadline for eliminating academic differences is two weeks before the start of the current semester session. An application to renew studies must be submitted no later than one week before the start of the new semester. The decision must be taken no later than one day before the start of the semester.

#### 18. Academic Leave

18.1. Academic leave is not granted to international students; therefore, the procedure set out in clauses 18.2–18.3 does not apply to them.

18.2. Academic leave may be granted to students due to illness (upon recommendation of a doctor or a medical advisory commission), pregnancy and childbirth, or childcare, without losing student status and the right to continue studies after academic leave in the state-funded or non-state-funded study place in which they were studying before taking leave.

18.3. Academic leave may also be granted for other important reasons, but for no longer than one academic year for a state-funded student and no longer than two academic years for a student studying at their own expense.

18.4. Academic leave is formalised by order of the faculty dean based on the student's application, indicating the reason and duration of the leave.

18.5. If the student's study programme changed during academic leave, the programme differences may be eliminated within one academic year from the start of renewed studies. During the period for eliminating academic differences set by the dean's order, the student is not considered to be in arrears.

18.6. Upon the end of academic leave, no later than one week before the start of the semester, the student must submit an application to the faculty dean to continue studies.

#### 19. Suspension of Studies

19.1. Studies are not suspended for international students; therefore, the procedure set out in clauses 19.2–19.5 does not apply to them.

19.2. In exceptional cases defined by order of the Director of the College, studies may be suspended for students who study at their own expense.

19.3. Studies may be suspended for a period not longer than two years.

19.4. Suspension of studies is formalised by order of the faculty dean indicating the reason and duration.

19.5. If the student's study programme changed during the period of suspended studies, the programme differences may be eliminated within one academic year from the start of renewed studies. During the period for eliminating academic differences set by the dean's order, the student is not considered to be in arrears.

## **V. COMPLETION OF THE COLLEGE**

20. A person is considered to have completed studies if they have fulfilled all requirements of the chosen study programme.

21. Graduates of first-cycle studies are awarded the professional bachelor's degree in the relevant group of study fields, or the professional bachelor's degree and a professional qualification, and are issued a professional bachelor's diploma and its supplement. Graduates of short-cycle studies are issued a diploma certifying the acquired qualification and its supplement.

22. The issuance of the professional bachelor's diploma and its supplement is formalised by an order of the Director. Educational documents are handed over to students after they have settled their obligations with the College, i.e., fulfilled financial obligations, returned library books, dormitory inventory, etc.

23. Students who complete first-cycle college or short-cycle study programmes with outstanding results are awarded a special document certifying completion of studies – a diploma with honours. A diploma with honours is issued to graduates whose final grade average is not less than 9 points and who have not received a module (subject) grade lower than 8 ("Good"), and whose final thesis (project) or final examination has been graded "Excellent" or "Very good".

24. Students who have not defended or did not attempt to defend the final thesis (project), or who have not passed or did not sit the final examination, may be granted academic leave at their request. Students who do not submit an application for academic leave within one week after the date of the final thesis (project) defence or the final examination are removed from the list of students.

25. Students who, without valid reasons, did not defend or did not attempt to defend the final thesis (project) and/or, without valid reasons, did not pass or did not sit the final examination, are allowed—no earlier than after one year (in exceptional cases, a different period may be set)—to prepare and defend the final thesis (project) again and/or to sit the final examination again. For repeated preparation of the final thesis or sitting the final examination, where the study programme has not changed, a fee is paid in proportion to the number of credits allocated to the final assessment. The price per credit is determined based on the tuition fee of the current academic year.

26. Persons who did not attempt or did not defend the final thesis (project), or did not sit (or did not pass) the final examination, must register for the final assessment no later than 3 months before the date of the final thesis (project) defence or the final examination.

27. An appeal regarding final assessment procedures is accepted within one working day from the announcement of the results, in accordance with the procedure established by the College.

## **VI. RIGHTS AND DUTIES OF STUDENTS AND NON-DEGREE STUDENTS**

28. Students have the right to:

28.1. Study according to the chosen study programme.

28.2. Study according to an individual study plan (not applicable to international students).

28.3. Study in more than one study programme or take other study modules (subjects) at the same or another higher education institution.

28.4. Choose lecturers, if the same module (subject) is taught by several lecturers.

28.5. Evaluate the quality of teaching of the studied modules (subjects) and the provision of studies.

28.6. Propose the topic of their final thesis (project) or choose from several proposed topics.

28.7. Complete assessments by alternative methods if they have a disability that prevents them from being assessed in the prescribed manner, provided that the alternative method ensures achievement of the intended learning outcomes.

28.8. Apply to the faculty administration for recognition of study results achieved at the same or another Lithuanian or foreign higher education institution

- 28.9. Apply to the College administration and/or the Dispute Resolution Commission regarding violations of their interests.
- 28.10. Suspend and renew studies in accordance with the procedure established in the College Statute.
- 28.11. Take academic leave in the cases specified in clauses 18.1 and 18.2 (not applicable to international students).
- 28.12. Freely express their thoughts and views.
- 28.13. Participate in the governing bodies of the College.
- 28.14. Elect the student representation and be elected to it, and freely join other associations.
- 28.15. Undertake voluntary internship or an internship that is not part of the study programme.
- 28.16. Study at foreign higher education institutions under international student exchange programmes.
- 28.17. Exercise other rights established by laws, the College Statute, and other legal acts.
- 28.18. If they fail an examination or other final assessment, retake it once free of charge in accordance with the procedure established by the higher education institution.
29. Non-degree students have the right to:
- 29.1. Study selected study modules (subjects) under the chosen study programme.
- 29.2. Study according to an individual study plan.
- 29.3. Study other modules (subjects) at the same or another higher education institution.
- 29.4. Evaluate the quality of teaching of the studied modules (subjects) and the provision of studies.
- 29.5. Complete assessments by alternative methods if they have a disability that prevents them from being assessed in the prescribed manner, provided that the alternative method ensures achievement of the intended learning outcomes.
- 29.6. Apply to the College administration and/or the Dispute Resolution Commission regarding violations of their interests.
- 29.7. Freely express their thoughts and views. 29.8. If they fail an examination or other final assessment, retake it once free of charge in accordance with the procedure established by the higher education institution.
30. Students must:
- 30.1. Seek to achieve the learning outcomes provided in the study programme description.
- 30.2. Comply with the College Code of Academic Ethics.
- 30.3. Comply with the Law on Science and Studies of the Republic of Lithuania, the College Statute, and the College internal rules.
- 30.4. Comply with the lawful requirements of College lecturers and researchers, and with the decisions of collegial governing bodies and the Director.
- 30.5. Safeguard and use College property responsibly.
- 30.6. In cases and according to the procedure established by legal acts, repay loans granted for tuition fees and, upon removal from the College or termination of studies, repay the funds (or part thereof) allocated for tuition in state-funded study places and fully settle accounts with the College.
31. Non-degree students must:
- 31.1. Seek to achieve the learning outcomes provided in the module (subject) description.
- 31.2. Comply with the College Code of Academic Ethics.
- 31.3. Comply with the Law on Science and Studies of the Republic of Lithuania, the College Statute, and the College internal rules.
- 31.4. Comply with the lawful requirements of College lecturers and researchers, and with the decisions of collegial governing bodies and the Director.
- 31.5. Safeguard and use College property responsibly.
- 31.6. Fully settle accounts with the College.

## **VII. STUDENT INCENTIVES AND DISCIPLINARY MEASURES**

32. Student incentives

32.1. The procedure for financial incentives for students is established in the Description of the Procedure for the Allocation and Payment of Incentive, One-off, Erasmus Mobility Promotion, R&D and Targeted Scholarships of the College.

32.2. For active participation, students may receive a letter of appreciation from the Director of the College or the Faculty Dean.

33. Student disciplinary measures

33.1. Students who violate the College Statute, internal rules, the Code of Academic Ethics, the Study Regulations, or other documents regulating the College's activities may be subject to the following disciplinary measures: warning, reprimand, severe reprimand, or expulsion from the College.

33.2. A student is expelled from the College by order of the Director upon the proposal of the Faculty Dean.

33.3. A student who disagrees with the imposed disciplinary measure or expulsion from the College has the right, no later than within three working days from the imposition of the measure, to submit a written appeal to the Dispute Resolution Commission, which examines disputes between students and the administration or other employees related to research and study activities.

### **VIII. FINAL PROVISIONS**

34. The Regulations shall be approved and amended by a resolution of the Academic Council.

35. Other matters related to the organisation and implementation of studies, the rights and duties of students and non-degree students, as well as their relations with the College that are not provided for in these Regulations shall be decided by the Deputy Director for Studies.

---