

APPROVED BY

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PANEVĖŽYS COLLEGE

DESCRIPTION OF STUDENT SUPPORT AND STUDENT ADAPTATION PROCEDURE

I. GENERAL PROVISIONS

1. The description of Panevėžys College student support and student adaptation procedure (hereinafter - the Description) regulates the procedure for providing support and assistance to students of Panevėžys College (hereinafter - the Collge).

2. The description was prepared in accordance with the Law of the Republic of Lithuania on Science and Studies, the Statute of College, the Study regulations of College, other internal laws of the Republic of Lithuania and the College acts.

3. Academic, career planning, financial, adaptive and other support is provided to College students.

II. ACADEMIC SUPPORT

4. Academic support for College students is provided by subject lecturers, chairpersons of study program committees, practical training managers, faculties, College study, career and employment centre, international relations, marketing and projects department, library.

5. Subject lecturers prepare lecture materials, lecture videos, practical tasks, self-control tests, and provide advice on subjects studied in the virtual learning environment MOODLE.

6. The chairman of the study program committee advises students on the selection of alternative subjects, crediting of subjects, crediting of competences acquired in an informal way, organization of final thesis preparation.

7. The Faculty publicly publishes the counselling hours of each lecturer and the e-mail address used by the lecturer, consults, and advises students on the procedure for organizing the study process, awarding incentive scholarships, granting academic leave.

8. The study, career and employment centre consults and advises students on the organization of the study process at the College, advises students on the possibility of choosing freely optional subjects, advises future students on admission to the College, coordinates the introductory week of College freshmen.

9. The department of international relations, marketing and projects advises students on the possibilities of participating in the ERASMUS+ exchange program, prepares documents necessary for exchange studies at foreign higher education institutions.

10. In order to meet the needs of the student, the College library actively participates in the study process, ensuring access to scientific information resources, and provides assistance to students in choosing an information search strategy.

11. Managers of practical training consult and advise students on the procedure for organizing practical training, mediate in finding places of practice and communicating with direct managers of practical training.

III. CAREER PLANNING SUPPORT

12. Career planning support for students is provided by the Study, career and occupation centre.

13. The Study, career and occupation centre advises students and future students on issues of personal career management, helps students assess their opportunities when looking for a job.

14. The Study, career and occupation centre organizes meetings for students with representatives of companies and organizations, shares job advertisements.

15. The Study, career and occupation centre organizes career fairs, career days, career academy, discussions, seminars, and conferences on personal career management issues.

16. The Study, career and occupation centre develops close relations with companies and organizations, informs them about trained specialists.

17. The Study, career and occupation centre publishes informational, educational, advertising publications, prepares and implements projects related to the establishment of students in the labour market.

IV. ADAPTIVE AND OTHER SUPPORT

18. All College students have the right to live in the College dormitory.

19. The College administration supports College student organizations by allowing free use of College premises, organizational equipment and furniture, by providing stationery.

20. The College administration allocates funds to finance the camp of future freshmen, student representative events, organization of student scientific society conferences and publication of materials, activities of the ALUMNI club.

21. The College administration encourages the activities of student clubs and sections, circles, including the workload of their leaders in the pedagogical workload.

22. The College administration strives to adapt study conditions for students with disabilities by investing its own funds and participating in various projects.

23. The College appoints a lecturer academic group curator for each academic group in the first year. The curator advises students, keeps in touch with them, provides primary information about studies, the study program, optional subjects, the study system, the exam session and its features, appeals, the procedure for writing disputes, the structure of the College introduces the lecture schedule, is interested in paying the tuition fee.

24. An e-mail box is created for each first-year student, which is the College's official means of communication with the student. Based on the Study Agreement, students must regularly check and use the e-mail box provided by the College in accordance with the rules established by the College.

25. The academic information system AKADIS operates in the College, where students find their study modules, reports, evaluations, can order certificates, register for optional subjects.

26. The College has Wi-Fi, which every student can connect to.