

APPROVED BY
The Academic Council of Panevėžio kolegija/State
Higher Education Institution
Decision No. V4-8 of 26 November 2025 (new
edition)

PANEVĖŽIO KOLEGIJA/STATE HIGHER EDUCATION INSTITUTION REGULATIONS FOR THE ORGANISATION OF THE FINAL EXAMINATION

I. GENERAL PROVISIONS

1. These Regulations for the Organisation of the Final Examination of Panevėžio kolegija/State Higher Education Institution (hereinafter – the College) (hereinafter – the Regulations) have been prepared in accordance with the Law on Science and Studies of the Republic of Lithuania, the Descriptors of Study Fields, the Statute of the College, the Study Regulations of the College, and other legal acts and documents. The Regulations define the general principles for organising the final examination and the criteria for its assessment.

2. The final examination is a form of the concluding assessment of learning outcomes, intended to determine the level of a student's achieved study results and/or acquired professional competences.

3. Only students who demonstrate satisfactory academic progress, have fulfilled all requirements set out in the study programme, and have no outstanding financial obligations are permitted to take the final examinations.

4. In study programmes where completion of studies requires both a final examination and the defence of the final thesis, students who fail the final examination are not permitted to defend their final thesis.

II. PREPARATION FOR THE FINAL EXAMINATION

5. The final examination is organised on the dates specified in the study schedule.

6. The date of the examination and the Qualification Committee (hereinafter – the Committee) shall be approved by the order of the Director of the College no later than 10 (ten) calendar days before the final examination. The proposal for the composition of the Committee and the date of the examination shall be submitted to the Director by the Dean of the Faculty. The Committee is formed in accordance with the requirements set out in the Descriptors of Study Fields.

7. One (1) working day before the examination, the Dean of the Faculty shall issue a directive approving the list of students permitted to take the final examination.

8. The final examination syllabus (content) and tasks are prepared by the Programme Committee(s) of the respective study field(s) (hereinafter – the Study Field Committee).

9. The Study Field Committee shall prepare and approve the final examination syllabus (content) during its meeting, and students shall be informed of it no later than 30 (thirty) calendar days before the examination.

III. FINAL EXAMINATION TASKS

10. The examination tasks shall be designed to ensure that students have the opportunity to demonstrate their acquired professional competences (learning outcomes) and that the Committee can assess the level of achievement of the professional competences (learning outcomes) specified in the study programme.

11. The tasks of the final examination must cover all learning outcomes and/or professional competences defined in the study programme, unless otherwise specified in the study programme description.

12. The tasks of the final examination must be designed so that the student can demonstrate the ability to analyse, summarise, evaluate situations, draw conclusions, provide solutions to problems, and apply theoretical knowledge in practice. Each task shall include:

12.1. Questions and/or a stated problem or presented situation;

12.2. Examples of acceptable formats for answers to the questions or solutions to the problem/situation, or the assessment criteria.

13. The tasks of the final examination shall be approved by the Dean of the Faculty. No later than 3 (three) working days before the examination, the head of the task preparation group shall submit to the Dean the required number of approved examination tasks. The members of the task preparation group, the Dean, and other persons associated with the studies are responsible for maintaining the confidentiality of the tasks.

IV. ORGANISATION OF THE FINAL EXAMINATION

14. The final examination may consist of several parts. Separate parts may be held on different days. The examination shall take place in the presence of the Committee and may include the demonstration of a practical task. The Committee may permit the use of certain information sources or tools.

15. The following documents must be submitted to the Committee:

15.1. The order of the Director of the University approving the composition of the Qualification Committee;

15.2. The directive of the Dean allowing students to take the final examination;

15.3. The final examination tasks and/or their appendices;

15.4. The template of the minutes of the Committee meeting.

16. During the examination, students must behave respectfully and honestly towards lecturers and fellow students, and must not disturb others. The use of mobile phones and other devices that may disturb others or facilitate dishonest behaviour is prohibited. Dishonest behaviour may include possession of unauthorised materials, receiving unauthorised assistance, or providing such assistance to others.

17. Members of the Committee who notice dishonest behaviour during the examination have the right to remove the student from the examination. The student may retake the final examination in the following academic year.

V. FINAL EXAMINATION ASSESSMENT PROCEDURE AND CRITERIA

18. The results of the final examination are assessed using a ten-point scale. The decision on the final grade is made in a closed meeting of the Committee.

19. Specific assessment criteria are prepared by a designated working group and approved by the Dean of the Faculty.

20. The Committee meeting is minuted. The minutes, signed by all members, must include the student's final grade. After the meeting, the Committee Secretary shall, while maintaining confidentiality, inform each student individually of their examination result.

21. The Committee's decision regarding the assessment of the final examination is final and cannot be appealed on academic grounds. Appeals concerning procedural violations are examined in accordance with the University's procedures for submitting and reviewing appeals.

22. For students who, for valid reasons, are unable to take the examination at the scheduled time, the Dean may postpone the examination until the next meeting of the Committee.

23. For students who fail to attend the examination without a justified reason or who fail the examination, the Dean may allow retaking of the examination no earlier than after one (1) academic year.

VI. FINAL PROVISIONS

24. Final examination tasks are stored in accordance with the University's documentation management plan.

25. These Regulations are approved and amended by the decision of the Academic Council.
