

APPROVED  
by Decision No 1SN-36  
adopted by the Senate  
of Mykolas Romeris  
University on 30 June 2019

## **MYKOLAS ROMERIS UNIVERSITY STUDY REGULATIONS**

### **I. GENERAL PROVISIONS**

1. Mykolas Romeris University Study Regulations (hereinafter referred to as the Study Regulations) sets down the system of studies at Mykolas Romeris University (hereinafter referred to as the University), general terms and conditions of student admission and process of organisation, system of achievement assessment, rights and duties of the students and unclassified students, and their relations with the University.

### **II. ADMISSION OF STUDENTS AND UNCLASSIFIED STUDENTS**

2. A student is a person who studies in a higher education institution according to a study programme or in doctoral studies.

3. An unclassified student is a person who studies in a non-formal study programme or takes individual subjects or their groups.

4. University students and unclassified students are admitted by the Rector.

5. Student enrolment is organised by a Committee, which is formed under the Rector's Decree.

6. Unclassified student enrolment is organised by the Communication and Marketing Centre.

7. Admission to the first cycle studies by way of public tender requires at least the secondary or equivalent education, according to the University rules on admission.

8. Admission to the second cycle studies requires a Bachelor's degree or equivalent, education. Persons with a professional Bachelor's Degree or equivalent education are admitted to the second cycle studies following the University rules on admission.

9. Admission to the third cycle studies requires a Master's Degree or equivalent education.

10. Only citizens of the Republic of Lithuania shall be enrolled in the programmes of Law and Police Operations, Law and State Border Guard, and Police Operations. The Admission's Committee considers personal qualities, physical fitness, and the health condition required for work as a police officer, a state border guard and/or other statutory officer.

11. Additional language knowledge requirements may be set for the enrolment in a joint study programme with a foreign higher education institution.

12. The admission procedure of students and unclassified students is established in the University rules on admission approved by the University Senate.

13. Agreements are signed with enrolled students and unclassified students, while students enrolled in full-time studies of the study programmes of Law and Police Operations, Law and State Border Guard, and Police Operations enter into trilateral agreements with the University and relevant institutions.

### **III. STUDY REGULATIONS**

#### **Study Cycles and Forms**

14. The University offers degree-awarding and professional study programmes.

15. The degree studies may be of three cycles:

15.1. The first cycle – Bachelor's Degree studies. Upon completion of the first cycle studies at the University, students have systematic knowledge and understanding of recent achievements in the study field, they are capable of applying them in their professional activities, they may formulate and justify their decisions in their study area, compile and interpret information in their study area, which is required to solve important social, professional or scientific problems, they may convey information, ideas, problems, and solutions to expert and non-expert audiences, they are able to demonstrate social and civic consciousness with adequately developed self-study skills required for their profession and further studies in the next cycle.

15.2. The second cycle – Master's Degree studies. Upon completion of the second cycle of studies at the University, students have comprehensive and systematic knowledge and understanding of the study field, which extends the knowledge acquired in the first cycle. Students are able to develop and implement their ideas in a creative way as well as to tackle problems in a new or unfamiliar multidisciplinary environment using the context of scientific research, and to integrate their knowledge and solve complicated problems in the absence of complete information, to make ethical and socially-responsible decisions, to clearly and unambiguously convey scientific knowledge-based findings to expert and non-expert audiences; they have well-developed self-study skills that enable a focused and creative development of their professional life, participation in public life and further studies.

15.3. The third cycle – doctoral studies. Upon the completion of the second cycle studies at the University, students have systematic scientific awareness of their study area and excellent scientific research skills, they demonstrate the ability to understand, design, implement, and apply scientific research pursuant to the provisions of scientific ethics, they perform new and original research to expand the scope of their knowledge and produce important works that are fit for being published in international scientific journals and that deal with important problems of society development. Students are able to critically analyse, evaluate and organise new and challenging ideas, assume responsibility for intricate public and science development decisions, and able to communicate with colleagues, as well as the broader scientific and professional community, and the general public on the subjects of their scientific experience. Through their own activities, they contribute to the technological, social and cultural progress of the academic and professional environment.

16. The forms of degree studies are as follows:

16.1. Full-time studies;

16.2. Part-time studies.

17. The education acquired after the completion of either study form is equal.

#### **Study Volume and Length**

18. A study credit system is used to measure the volume of studies at the University. A credit is a unit of study volume used to measure study outcomes and student's working time. The study results measured in study credits are coupled with the study cycles and fields, while their objectives are described in study programmes. The estimated student work volume is 27 hours per 1 study credit.

19. The usual volume of studies is measured in years. One academic year is 1600 hours.

19.1. The usual volume of 1 year and 1 semester of full-time studies is 60 and 30 credits, respectively. A student is entitled to choose a different volume of full-time studies; however, it may not be less than 45 credits per year.

19.2. The usual volume of the yearly part-time studies is 45 credits. A student is entitled to choose a different volume of part-time studies; however, the total duration of studies shall not last one and a half times longer of than the usual duration of full-time studies in the same study programme.

19.3. Before the review of student funding (rotation), during the year of study, state-funded students shall collect at least: 60 credits in full-time studies and 45 credits in part-time studies.

19.4. Unclassified students of the University may choose the study length at their own discretion.

19.5. Restrictions related to the study content are specified in the study programmes.

20. The volume of studies of one field in the first cycle shall be 180, 210 or 240 (in the cases specified in the description of equivalent field (s) study programmes) credits.

21. The volume of the second cycle studies at the University shall be 60, 90 or 120 credits.

22. The volume of the third cycle studies, excluding the research paper, is at least 30 credits.

23. The volume of the bridge studies shall not exceed 60 or 90 credits, which depends on whether the second cycle studies belong to the same or different study field or group of study fields as the first cycle studies completed before.

23.1. Where the study field of the second cycle studies, selected by an entrant and the field of the completed first cycle studies belong to the same study field, bridge studies may not exceed 60 credits.

23.2. Where the study field of the second cycle studies selected by an entrant is different from the completed first cycle study field, bridge studies may not exceed 90 credits.

23.3. Where a person intending to study in the second cycle studies requires more knowledge and skills than the programme of bridge studies offers, a person has to acquire it in the first cycle studies.

24. The volume of professional studies is 60 credits.

25. The study volume in credits and the usual length in years, based on the study form, are specified in the descriptions of study programmes.

## **Study Programmes**

26. At the University, studies are proceeded according to study programmes which are approved by the Senate of the University and registered under the Law of the Republic of Lithuania.

27. A study programme is a totality of a certain field of learning outcomes, curriculum, methods, study achievement assessment, learning facilities and resources, academic and professional staff involved in the study process.

28. The structure, content, and volume (in credits) of a study programme are identical for all study forms, although the study length and methods may vary.

29. The University offers first cycle, second cycle, and professional study programmes.

30. Study programmes consist of study subjects. Study subjects may be combined into modules.

30.1. A study subject is a separate domain of the study content from the perspective of scientific research or application. A typical volume of a study subject is 6 credits.

30.2. A module is a part of a study programme with the defined objective, which consists of several subjects related in terms of their content and which is aimed at certain study outcomes. The volume of a module is at least 10 credits.

31. According to their content, study subjects (modules) are classified as general university education subjects and subjects of a study field (branch).

31.1. General university education subjects are designed to develop an outlook based on scientific knowledge and conscious value provisions, general and transferable skills and competences of students and unclassified students. The study field of general university education subjects shall be different than the field of the study programme, under which they are taken, unless otherwise prescribed by the Law of the Republic of Lithuania governing study programmes.

31.2. Subjects of the study field (branch) are designed to deliver fundamental and special knowledge in the study field and to develop skills and understanding, which are mandatory to acquire a qualification degree in that field. Those subjects may be from a different field (branch) than the study programme under which they are taken; however, they shall be substantially related to the study outcome sought by the programme.

32. According to their status, study subjects (modules) of a programme are classified as compulsory, elective, and optional.

32.1. Compulsory study subjects (modules) are general university education and study field subjects (modules) necessary to achieve the outcomes set by the study programme.

32.2. Elective study subjects (modules) are general university education and study field subjects (modules), which may replace each other for the purpose of the outcomes set by the study programme and which are independently chosen by students or unclassified students from an exhaustive list provided in a study programme.

32.3. Study programmes of the first cycle studies in one field grant the possibility for students or unclassified students to choose study subjects, at their discretion, from those taught at the University or other recognised higher education institutions. Such study subjects are called optional.

33. Study programmes list subjects (modules) by semesters and specify their volume in credits. Typically, an examination is taken after the completion of each subject (module).

34. Students shall take a maximum number of 5 study subjects per 1 semester. The usual volume of each study subject is 6 study credits. A different number of study subjects per semester and/or a different study subject volume in credits may be established in instances, when it is required by the law or specific features of the study field.

35. The working hours of a student on each study subject are classified into contact and self-study hours.

35.1. Contact work shall mean lecturer-guided studies (lectures, seminars, training exercises, laboratory work, knowledge checks, consultations, etc.) of a student or an unclassified student. Contact work may be carried out remotely (i.e. by electronic study tools) as well.

35.1.1. Contact work in the first cycle studies shall be at least 20 percent of the total study programme, including at least 10 percent of direct participation of the lecturers and the students (non-remote contact work), unless stated otherwise in the description of the study field;

35.1.2. Contact work in the second cycle and professional studies, shall amount to at least 10 percent of the total study programme, including at least 5 percent of direct participation of the lecturers and the students (non-remote contact work), unless stated otherwise in the description of the study field.

35.2. Self-study shall mean studies of teaching, scientific, and methodological material, student work in groups without direct lecturers' guidance and in laboratories, preparation of scientific research works, project implementation, and other independent student activities allowing the development of general and special competences prescribed by the study programme.

36. The study programme shall meet general and specific requirements prescribed in the descriptions/regulations of the study cycle, the field (the group of fields or areas), unless special requirements are approved.

37. Study programmes are developed and updated yearly under the Mykolas Romeris University regulations of Study Programme Development and Improvement approved by the Senate.

38. Study programmes are developed by the Study Programme Development Working Group and updated by the Study Programme Committee. The Chairperson of the Study Programme Committee is approved by the Senate upon recommendation of the Rector. The Study Programme Development Working Group, the Study Programme Committee is approved by the Faculty Dean/Institute Director; the Inter-Faculty Joint Working Group for Study Programme Development,

the Study Programme Committee is approved by the Rector or his authorised person. The Study Programme Development Working Group and the Study Programme Committee shall include social partners and representatives of the students.

### **First cycle Study Programmes**

39. First cycle study programmes may be of one or two fields – of a major field and minor field chosen by a student.

39.1. A major study programme is a larger part of two study fields intended to study subjects of the qualification degree-awarding study field. Upon completion of a major study programme, a graduate may start working in accordance with the acquired qualifications. A student enrolled in a major study programme is entitled to combine this programme with any other minor study programme offered by the University.

39.2. A minor study programme is a smaller part of two study fields designated for the studies of other study subjects than the study field awarding a qualification degree. The completion of a minor study programme creates a precondition to start studies of the same or higher cycle major studies in that study field in which minor studies were completed.

40. The usual volume of the first cycle university study programmes, which leads to a Bachelor's degree in a relevant field, is 180 or 210 credits.

41. If the volume of a study programme, established in the subject benchmark statement (Description) approved after 9 April 2010 pursuant to the procedure prescribed by the Law of the Republic of Lithuania, is different from the study programme volume described herein, the requirements of the benchmark statement apply.

42. The description of the first cycle combined study programmes, which leads to a qualification Bachelor's degree in both the major and minor field, lists the options of study programmes for minor studies prescribed by the University. The minor studies are a subject of regulations approved by the Senate of the University.

43. The volume of a study programme, which leads to a combined Bachelor's Degree in the major and minor fields, is 240 credits, of them:

43.1. 15 credits of general university education subjects;

43.2. 165 credits of the major field of study;

43.3. 60 credits of the minor field of study.

44. The University may organise the study process to enable students to complete Bachelor's degrees in two different study fields simultaneously. In such case, the total volume of both study programmes is at least 300 credits, including at least 165 credits in the study subjects of the first field and at least 135 credits in the subjects of the second field of study, which are different from those of the first field, when all the other subjects of both fields are the same.

45. Students, who have completed the first cycle university studies programme, are awarded a qualification Bachelor's Degree in the relevant field.

46. Upon a completion of the first cycle university study programme and pedagogical studies elected by the student, the graduate is awarded a qualification Bachelor's Degree in the relevant field and the professional pedagogical qualification.

47. Upon a completion of the studies of two fields – the major and the minor selected by the student, the graduate is awarded a qualification Bachelor's Degree in the major and minor fields.

48. Upon a completion of the major study programmes of two different fields (branches), qualification Bachelor's Degrees in two different fields (branches) are awarded.

### **Second cycle Study Programmes**

49. The second cycle study programme is designed to prepare for independent research work or other work that requires knowledge and skills to analyse and apply it. Upon completion of the second cycle study programme, graduates are awarded a qualification Master's Degree in the relevant field (branch).

50. In the manner prescribed by the law, upon the completion of pedagogical studies integrated in the Master's study programme, graduates may be awarded a qualification Master's Degree in the relevant field and a pedagogical qualification.

51. The second cycle study programme comprises compulsory study subjects of the study field, elective study subjects of the study field established by the University, and the preparation and defence of the final thesis. In the cases prescribed by the Law of the Republic of Lithuania, a study programme may also include the final examination(s).

52. Compared to the study subjects of the first cycle, the subjects of the second cycle are qualitatively more complex and more focused on innovations in science and professional practice based on scientific knowledge. Depending on the nature of the study program, the second cycle study subjects shall aim at direct preparation for scientific research work, professional activities or expanding knowledge in other fields in inter-field study programme.

### **Joint Study Programmes**

53. A joint study programme shall mean a study programme jointly prepared and implemented by at least two higher education institutions (the University and one or more higher education institution partners).

54. The purpose of a joint study programme is to provide the students with a possibility to acquire broader knowledge and skills than those offered by a study programme of a single higher education institution. A joint study programme contributes to the mobility of the students and lecturers and enables the students to assimilate study and research experience of different countries and institutions of higher education.

55. A joint study programme is designed and implemented pursuant to an agreement on the implementation of a joint study programme made by and between the University and partner higher education institutions, which is compatible with the law applicable in the countries of the University and partner higher education institutions.

56. Under the joint study programme, the studies of a student at the University and each qualification degree awarding partner higher education institution shall account for at least 30 study credits.

57. Upon the completion of a joint study programme, the graduate is awarded a joint qualification degree in the manner agreed by the University and partner higher education institutions.

### **Professional Study Programmes**

58. Professional study programmes are designed to provide qualification or to prepare for individual practise in cases and in the manner prescribed by the Government or an authorised institution. Professional studies lead to a professional qualification.

### **Bridge Courses**

59. Bridge courses are aimed at those whose present higher education is not sufficient for higher cycle studies in a desired field. Bridge courses are delivered in the cases below:

59.1. For graduates of college studies, unless the Senate of the University has passed a resolution that for a person, who has completed certain college studies, to be admitted to a respective study programme (s), it is sufficient to have practical experience of an established nature and duration, which may be not less than 1 year;

59.2. When the chosen Master's study field is different from the completed university first cycle major or minor studies, except where the Senate of the University has passed a resolution that for a person, who has completed the said first cycle university studies, to be admitted to a certain study programme it is sufficient to have practical experience of an established nature and duration.

## **Third cycle Studies**

60. Third cycle (doctoral) studies aim at preparing scientists who are able to carry out independent research and experimental development (social, cultural) work and to tackle scientific problems.

61. Third cycle studies mean a whole of the content of a science field or a part of inter-field doctoral studies, scientific research and experimental (social, cultural) development work, methods and material resources, and the academic and professional staff involved in doctoral training. Joint doctoral studies mean doctoral studies delivered in cooperation with Lithuanian and/or foreign universities and/or research institutes.

62. Third cycle studies cover studies, development of special and transferable skills, committed scientific research, preparation of the dissertation, etc.

63. Third cycle studies are governed by the University Regulation of Doctoral Studies of a relevant science field.

## **IV. STUDY PROCESS**

### **Study Format: General Provisions**

64. The studies and the continuing training are planned, organised and put into practise by the units of the University. At the University, studies and continuing education are coordinated by the Academic Affairs Centre. Third cycle studies are administered and coordinated by the Social Innovation Doctoral School.

65. At the University, studies are delivered in Lithuanian. Teaching in other languages is available when:

65.1. the content of a study programme is related to another language;

65.2. subjects are taught by lecturers from foreign higher education institutions;

65.3. studies are included into joint study programs or study programmes, which lead to a combined qualification degree, and a certain part of those programmes is taught in other countries or private higher education institutions in a language other than Lithuanian or as specified in paragraphs 65.1 and 65.2;

65.4. studies are conducted under the study programmes for studies in other countries or in the cases of study exchanges.

66. Studies are arranged according to study timetables. Study timetables are made on a semester basis for each study programme. The timetables indicate the forms of contact work, its time, duration, and venue.

67. The study timetables observe consistency in the arrangement of the study subjects (modules) in accordance with the rationale of the study programme and the correlation between the subjects.

68. Study timetables are produced by persons appointed by the Academic Affairs Centre.

69. Study timetables are approved and revised by the head of the Academic Affairs Centre.

### **Academic Calendar**

70. At the University, the academic year starts on September 1st and concludes on August 31st, including vacations.

71. The academic year is divided into semesters and vacations. Typically, an academic year comprises 2 semesters: autumn and spring. If necessary, a summer semester may be scheduled.

72. The calendar duration of a semester of full-time studies is 20 weeks, unless stated otherwise in inter-institutional agreements.

73. Full-time studies include Christmas holiday and a break after the autumn end-of-semester exams. The students are granted at least 1 month continuous vacation in summer.

74. The academic calendar is drawn up for an academic year and it is published on the

University website at the beginning of the calendar year.

### **Study Plans of Students and Unclassified Students**

75. Studies of students and unclassified students are conducted in accordance with study plans. Annual study plans are made and revised on a semester basis by the students and unclassified students pursuant to the study programme and study regulations.

76. In the first, second, and third year of their studies, first cycle students may choose a minor study programme. A general procedure applies to the enrolment on those studies.

77. Students and unclassified students make their study plans and enrol for studies and subjects in person using authorised access to the University information system “Studies”.

### **Enrolment Procedure**

78. The enrolment of full-time students runs from April 20<sup>th</sup> to May 1<sup>st</sup>. The full-time and part-time students shall make their study plans for the next academic year comprising compulsory and elective study subjects and enrol for optional study subjects. In exceptional cases, with the permission of the head of the academic unit, the student may have the opportunity to adjust the study plan.

79. The timetables for each semester of a new academic year are delivered at least 1 week before the beginning of the semester. Study timetables are published in June on the academic unit website.

80. Before students enrol in elective and optional study subjects, they are allowed to hear a live introductory lecture in those study subjects or familiarise with it on a virtual learning platform on Moodle System. The head of the academic unit decides on the form of the introductory lecture.

81. Enrolment on study subjects of each semester for full-time first year students runs during first 15 calendar days counting from the beginning of the semester. Enrolment for study subjects of the autumn semester for part-time students takes place during the introductory weeks.

82. Students, who have failed to enrol for study subjects, shall not attend lectures or seminars of those subjects or take part in any other contact work, sit knowledge cumulative checks and examinations. The access to academic information resources of the subjects is not provided for such students.

83. Students, who have failed to enrol for a minimum number of subjects per academic year required by Par 19, receive an e-mail notification. The studies of students, who fail to perform the required enrolment procedures within 5 days after the notification, are automatically suspended and they shall not be resumed before the next academic year.

84. The elective and optional study subjects included in the study programme are taught when there are at least 15 students in the first cycle and 10 students in the second cycle studies. In the absence of such number of students, the study subject that is chosen by the majority of students shall be lectured.

85. On enrolment, the study subject of the course paper may be picked from the list of course paper subjects provided in the study programme.

86. Adjustments to the study programme content, related to the enrolment on the studies, shall be made and approved by the Senate of the University by April 15<sup>th</sup>, while preliminary plans of pedagogical work in the departments shall be approved by the Faculty Deans and submitted to the Academic Affairs Centre by May 31<sup>st</sup>.

### **Distance Learning**

87. Studies at the University may be undertaken in an e-learning environment on a distance learning or semi-distance (hybrid) learning basis.

87.1. Distance learning shall mean a study method based on the use of modern information communication technologies, when lecturers and students are separated by space and/or time.



88. Distance learning is organised by the academic units. Methodological and technical assistance for distance learning students and unclassified students, lecturers and administrative staff is provided by the persons appointed by the Academic Affairs Centre.

89. All University students and unclassified students may use the teaching material of distance learning related to their programme that is stored on University servers.

## V. ASSESSMENT OF STUDY ACHIEVEMENTS

90. A system of cumulative grades is used to assess study achievements of the study subject. The final assessment of study achievements is based on calculations provided in the programme of a relevant study subject.

91. An examination is the key method for assessing study achievements. In certain cases, when it is required by the specific features of a study subject, the assessment may take the form of a credit or certification.

92. The examinations included in the study plans take place in the premises of the University during the sessions. In separate cases, knowledge checks may be conducted after a study subject or a module is delivered. Subject to permission of the Faculty Dean/Institute Director, the assessment of achievements may take place before the end of a semester. The examinations may be conducted remotely, under the electronic examination procedure.

93. The timetables of the examinations and other knowledge checks are drafted and published at least 2 weeks before the examination session.

94. A scoring system is used to assess study achievements. A ten-point grading scale is used to assess the knowledge of University students related to levels of study achievements. A ten-point criterion grading scale is used for the assessment of study achievements in professional foreign language (English, French, German), referring the assessment score with the Common European Framework of Reference for Languages approved by the European Commission. The levels of study achievements are explained in the descriptions of study subjects (modules). The relation of grading scale and the assessment of levels of study achievements is determined by the Procedure of Study Achievements Assessment.

95. During the studies and evaluation of the results thereof, students and lecturers shall comply with the University's Code of Ethics. Violation of the principle of fair competition, cheating, plagiarism or any other form of academic dishonesty related to the evaluation of study results may result in expulsion of the student from the University on the basis of a breach of academic ethics without a possibility to enrol for studies for the next 5 years. There is no limitation period for deciding if a research paper is plagiarism.

95.1. A student's research paper shall be considered plagiarism if:

95.1.1. The research paper or part thereof includes the text of another person word for word without indicating the source, or indicating the source but not putting the copied text in quotation marks. Word for word use of another person's text without indicating the source, or indicating the source but not putting the copied text in quotation marks, shall be considered plagiarism if said text in the paper constitutes more than one half of a written page, i.e. 900 characters, with spaces;

95.1.2. The research paper or part thereof is composed by paraphrasing the text of another person without indicating the source. Paraphrasing another person's text without indicating the source shall be considered plagiarism if said text in the paper constitutes more than 1 written page, i.e. 1,800 characters, with spaces;

95.1.3. The research paper presents data within the text, charts or diagrams without indicating the source (except in cases when said data was collected by the author him/herself);

95.1.4. The research paper was presented and defended at this or any other educational institution in Lithuania or abroad.

95.2. In the event of continued research, it shall be indicated in the text which of its parts has been taken from previous research papers written by the same author. If authorship of continued research is not specified, expulsion from the University is not applicable.

95<sup>1</sup>. In order to assure academic fairness, the assessment of study results is based on the

verification of independence of student's research paper, the external assessment of study achievements, and the monitoring of assessment of study achievements. If necessary, a review (audit) of assessments of study results may be conducted.

96. Other principles and the procedure for the assessment of study achievements are established in the Procedure of Study Achievements Assessment.

## **V. ACADEMIC DEBTS**

97. A failed examination, a failure to attend the examination check, or a failure to provide or to defence a thesis by the deadline published in the study timetable, or any other knowledge check that does not meet a positive evaluation is attributed to an academic debt.

98. A student or an unclassified student who has not passed/failed to hold the final assessment has the right to resit this assessment one time free of charge at the time scheduled on study timetable.

99. If a student or an unclassified student has not passed/failed to hold the final assessment at the time scheduled on study timetable, the student or an unclassified student has the right to resit this assessment one time in the next semester having paid the fee for this assessment. If the student or an unclassified student fails/does not pass the final assessment during the next semester, (s)he must repeat the subject, having paid a fee for the credits of that subject.

100. Where a student does not intend to repeat the study subject after failing the second sitting, the student is expelled from the University.

101. If, at the end of the year of studies, a student or an unclassified student has more than 3 academic debts, the student may ask to repeat the year of studies and pay for the not attended study subjects.

102. If a student or an unclassified student does not intend to repeat the year of study or has not eliminated their academic debts, he/she is expelled from the University for an academic failure.

103. Unclassified students, taking bridge study programmes, are able to enrol on a chosen Master's study programme and proceed with their studies only after they have received positive scores in all the credits specified in the approved bridge study plans.

## **VI. ASSESSMENT OF NON-FORMAL STUDY ACHIEVEMENTS AND RECOGNITION OF COMPETENCES**

104. Upon request of the person (hereinafter referred to as the unclassified student), the University may assess his non-formal study achievements and recognise the competences acquired on their basis.

105. Non-formal study achievements shall mean study achievements in non-formal education, self-learning and/or self-education.

106. The University may assess non-formal study achievements and recognise competences to:

106.1. designate acquired study achievements as the basis of competence(s);

106.2. endorse then in a certain study area/field and acquire a higher education qualification/qualification degree in the area/field.

107. The University recognises only those non-formal study achievements that may be justified by the unclassified student and proven to be included into study outcomes of a relevant study programme.

108. At the University, responsibility for establishing the procedure of the assessment of non-formal study achievements and recognition of competences is vested in the faculties, institutes, and departments, while the Career Centre is in charge of coordination of the process of the assessment of non-formal study achievements and recognition of competences.

109. The assessment of non-formal study achievements and recognition of competences is performed in accordance with the study programme or subject by an expert assessor or a group of expert assessors of the faculty/institute. The assessment abides by the assessment criteria prescribed

by the University. The unclassified students are introduced to the criteria at the faculty/institute.

110. The University may impose restrictions on the procedure of the assessment of non-formal study achievements and the recognition of competences with respect to a study programme or study programme modules, and a maximum or minimum number of credits, which the unclassified student is required to accumulate.

111. The methods of the assessment of non-formal study achievements of an unclassified student are based either on a single assessment method (folder method) or combined models integrating several assessment methods. The assessment methods are chosen to indicate the study achievements of the applicant and to identify their level.

112. A decision on the assessment of non-formal study achievements of an unclassified student may be positive, partially positive, and negative.

112.1. A positive decision results in granting a certain number of credits and considering certain grades or modules as passed.

112.2. A partially positive decision results in providing the unclassified student with a possibility to submit further evidences of learning outcomes. The study achievements of the unclassified student are assessed using additional methods.

112.3. Where the decision is negative, the non-formal study achievements of an unclassified student are not recognised as meeting the requirements of a relevant study programme and no credits are granted and no subjects are considered passed.

112.4. If an unclassified student fails to agree with the decision on the assessment of the non-formal study achievements, the unclassified student is entitled to appeal to the University Rector within 14 days. The appeal procedure of the University shall apply to appeals lodged by the unclassified students.

## **VIII. ACADEMIC MOBILITY**

113. Academic mobility covers changes in the study programme of a student or unclassified student, the study form and method, and the study financing scheme; termination, deferment, and recommencement of studies; and partial studies.

### **Changes in Study Programme**

114. State-funded students of the first cycle, second cycle, or professional study programmes may change the form and/or the study programme in the equivalent study field within the same or another public higher education institution, without changing the type of study programme (university, college studies), not earlier than the end of the first semester of the first academic year. Study scholarship receivers may do it, at the earliest, after the completion of the first year of studies.

115. A student or an unclassified student, who is willing to change the study programme or/and study form is required to complete a semester (for study scholarship receivers – the academic year) successfully (without academic debts) and to apply in writing to a chosen higher education institution following its regulations, at least 10 days before the start of the new semester. The application shall specify the present and desired study programmes and the study form.

116. Students who are not funded by the state may change the study form during the first 4 weeks of the semester.

117. The academic unit, which is in charge of University study administration (the Faculty Dean/Institute Director) shall inform the applicant of the result of the application, i.e. a favourable or negative decision on the admission or transfer, within 5 business days after the application is lodged.

118. A student, who has been granted approval to switch to another study programme at the same or a different higher education institution, shall communicate this to the unit of a relevant higher education institution, which is in charge of study administration, in the period of 3 business days.

119. A change of the study programme is documented by termination of the current study agreement and signing a new one. As long as the student stays at the same higher education institution, the existing agreement is amended.

120. A student or an unclassified student may change the number of study methods or choose different study methods in the study programme. Study methods are changed under the approval of Faculty Dean/Institute Director.

### **Changes in Study Financing Scheme**

121. A student whose first cycle and integrated studies are funded by the state, at the end of the semester, retains the state funding, if his/her academic achievements meet the criteria of a successful student under the Law on Science and Studies of the Republic of Lithuania which shall mean that the student has no academic debts, has fulfilled the requirements of the study programme, and has attained an excellent or typical level of study achievements. A student who has academic debts or whose level of study achievements meets a threshold level loses the state funding, except the case specified in the paragraph 123. A student who loses the state funding shall pay a tuition fee established by the University in the year of the student's enrolment. A new study agreement shall be entered if the student agrees to take non-state-funded study position. The vacant state-funded study place is taken by a student with the best study achievements in a non-state-funded place in the same study programme, form, and year.

121.1. A student is considered to have attained an excellent level of study achievements if four-fifths of the assessment of study subjects (modules) are excellent and other are at least typical.

121.2. A student is considered to have attained a typical level of study achievements if three-fourths of the assessment of study subjects (modules) are typical or excellent and other are at least threshold.

121.3. A student is considered to have attained a threshold level of study achievements if all study subjects (modules) are accomplished, but the assessment does not reach a typical level of study achievements.

121.4. A student who has lost the state funding may continue his/her studies in a non-state-funded study place on condition of paying a tuition fee established by the University in the year of the student's enrolment. Where the student agrees to take a non-state-funded place, the existing study agreement is amended to this effect.

121.5. If the period of a study subject (module) of a student in a state-funded place does not coincide with the period of the study year (due to inclusion of the outcomes of partial studies, academic leave or any other reason), study achievements in a study subject (module) are included in the assessment of a level of study achievements of that study year.

121.6. If a state-funded student including his/her results in a partial studies finds himself in a course approved before the Law on Science and Studies of the Republic of Lithuania entered into force and loses the state funding, a state-funded study place is transferred to a non-state-funded student with the best study achievements of the same course in which the state funding was received by the student who lost it.

122. If there are more candidates who meet successful student criteria than vacant state-funded places, preference is given to the students who attain more excellent levels of study achievements in the study subjects (modules) during the assessment period. Where the students applying for the state funding do not have excellent levels of study achievements in the study subjects (modules), preference is given to the students who have attained more typical levels of study achievements in the study subjects (modules). If the candidates competing for vacant state-funded place have the same levels of study achievements in the study subjects (modules), the priority is given to the students who attained higher grades of the study subjects (modules). If these grades are the same, preference is given to the candidates who have attained higher levels of study achievements and study results (in a case of second year of studies – an entrance grade).

123. If in a course of a relevant study field and form of first cycle and integrated studies are no non-state-funded students who meet the successful student criteria, state-funded students who do not have academic debts retain the state funding, even though they attained only a threshold level of study achievements.

124. If a state-funded student is expelled from the University or discontinues studies, except the cases specified in the 7 paragraph of Article 77 of the Law on Science and Studies of the Republic of Lithuania, where the student switches to another study programme in the same study field, the vacant state-funded place is transferred following the 121-123 paragraphs to a non-state-funded student in the same study field, form and academic year.

124.1. A review of the first cycle and integrated studies funding is conducted within 2 weeks from the end of a semester, except a final year of study.

125. Changes in study funding procedures are prescribed in the Law on Science and Studies of the Republic of Lithuania and subordinate legislation; the procedure of paying for studies is laid down in the University Tuition Fees and the Procedure of the Other Fee Administration.

### **Termination, Deferment, and Recommencement of Studies**

126. Studies are terminated and a student or an unclassified student is removed from the list of students or unclassified students:

126.1. at the student's or the unclassified student's request;

126.2. upon failure to recommence the studies after an academic leave of absence;

126.3. upon failure to recommence the studies after a study suspension;

126.4. where a part-time student in the programme of Law and Police Operations, Law and State Border Guard or Police Operations is dismissed from a position in the statutory service, except where the dismissal is based on objective reasons (due to illness, redundancies, etc.);

126.5. upon an expiration of an unclassified student agreement;

126.6. upon a death of the student or the unclassified student.

127. A student or an unclassified student may be expelled from the University:

127.1. due to academic failure;

127.2. due to failure to enrol for studies on time;

127.3. due to failure to pay for studies on time;

127.4. for violations of the University Code of Ethics, the Statute, the University Study Regulations, without a possibility to study for the next 5 years;

127.5. for failure to take or pass a final examination;

127.6. for not defending or a failure to defend a final thesis;

127.7. for forged documents submitted during the admission period;

127.8. if a degree gained abroad is not equal to the certificate of secondary education or Bachelor degree diploma recognised in the Republic of Lithuania;

127.9. if prior to the Rector's Decree to defence the final thesis or to take the final examination, a student does have academic debts.

127.10. If a student does not intend to retake a study subject.

128. Students are removed from the student lists and expelled from the University under the Rector's Decree. The Decree shall specify the reasons for the removal from the list or expulsion.

129. Students or unclassified students removed from the students or unclassified students lists or expelled from the University, except the cases of violations of the University Code of Ethics, the Statute, and the internal legal acts of the University, are able to take vacant non-state-funded places. Students expelled from the University for a failure to take or pass a final examination or for not defending or a failure to defend a final thesis are able to retake a final examination or redefend a final thesis by paying fee imposed by the University. If the study programme is no longer implemented, a student shall be offered another study programme which is the closest to the former study programme in the same or other field of study.

130. Students or unclassified students who have been expelled from the University due to the lack of study achievements or the violations of academic ethics, are able to re-enter the University following a general procedure. Students or unclassified students, who have been expelled from the University without the right to enter the University according to a general procedure for the period of the next 5 years, may re-enter the University according to a general procedure after the period set for expulsion has ended.

131. Under the Decree of the Faculty Dean/Institute Director, students are permitted to voluntarily suspend their studies before the start of the examination session. In such cases they are not removed from the list of students and the study funding procedures remain unchanged. The studies may not be suspended in the first semester of the first year of studies. The studies cannot be suspended for a period exceeding 1 year. At the end of the deferment term, it may be extended if the student submits documents evidencing that there are objective reasons for doing so. Students recommence their studies from the semester in which the studies were suspended. If any changes (in the volume or the content of the study programme or the tuition fee) are introduced, a new agreement or its addendum may be signed.

132. Students who have completed the Bachelor's or Master's study programme but have not sat for the final examinations or defended final Bachelor's or Master's Thesis, may suspend their studies, however only before the Rector's Decree for permission to sit the final examinations, to defend the final thesis or expel the students who have failed to take or pass a final examination or to defend a final thesis is issued.

132.1. The studies cannot be suspended for a period exceeding 1 year. The application of the students shall specify the estimated date of study recommencement. At the end of the deferment term it may be extended, if the student submits documents evidencing that there are objective reasons for doing so. If the student does not recommence or fails to pass the examination or to defend the final thesis after the suspended period, he/she is expelled from the University.

132.2. During the period of study suspension, the study funding procedures remain unchanged for the students who did not take the final examination or did not defend the final thesis. The students who did not take or pass the final examination or did not defend or failed to defend the final thesis shall pay the fee imposed by the Council of the University.

132.3. Final year students, who have no more than 3 academic debts, may suspend their studies, however only before the Rector Decree for permission to sit the final examinations or to defend the final thesis is issued.

133. A student may seek to be granted an academic leave of absence (due to an illness, a child care or personal reasons). Due to an illness or personal reasons the academic leave of absence may not exceed 1 year, due to a pregnancy or a child care – for a period established by laws, but for no longer than 3 years. The duration of academic leave of absence shall be counted from the application submission date. At the end of the academic leave of absence it may be extended if a student submits documents evidencing that there are objective reasons for doing so. A funding of studies remains unchanged during the academic leave of absence. The Decree of the Faculty Dean/Institute Director is issued to document the academic leave of absence for students, while the Rector's Decree is required for doctoral students.

134. When any changes (in the volume or the content of the study programme or the tuition fee) are introduced during the suspension of studies or academic leave of absence, a new agreement or its addendum may be signed. If the study programme is no longer implemented, a student shall be offered another study programme which is the closest equivalent to the former study programme in the same or other field of study.

### **Partial Studies**

135. Partial studies mean studies of a student in the same or a different higher education institution of Lithuania or another country, which are incomplete in respect of the programme content. A certificate is issued to assess and validate the outcomes of partial studies.

136. To promote the internationalization of education, students may be offered partial studies at the higher education institutions of Lithuania or other countries. Such arrangements are based on international, interdepartmental, inter-university another types of cooperation agreements or student exchange programmes, pursuant to the terms and conditions prescribed in the cooperation agreements or student exchange programmes. Furthermore, students may independently choose a recognised higher education institution for their partial studies in the capacity of free movers. Moreover, students

from foreign recognised higher education institutions may do a portion of their study programmes at the University, under student exchange programmes, cooperation agreements or in the capacity of free movers.

137. The total duration of partial studies at other higher education institutions may not exceed 50 percent of the total study programme duration, unless otherwise provided by the legislation or agreements.

138. Before the beginning of studies, all students, leaving for partial studies, are required to enter into a tripartite agreement with the University and the accepting higher education institution, which ensures that the content and volume of part of the programme is in line with the study field and cycle.

139. All students in programmes of partial studies pay tuition fees at the accepting higher education institution. Successfully-completed partial studies are recognised by the University with no restriction, unless there are violations of the tripartite agreement on partial studies.

140. The students who fulfil the agreement on partial studies to a limited extent are given a deadline by the Vice-Dean of the Faculty/Institute Director and they are told which subject(s) are to be taken at the University by that deadline. Students, who fail to fulfil the agreement on partial studies, return to continue their studies in the same semester in which they left and they shall repeat the study subjects next academic year and pay for the credits of those repeated subjects. Where any changes (in the volume or content of the study programme or tuition fee) are introduced during the period of partial studies, the student who is going to return to repeat the studies is required to enter into a new agreement.

141. International mobility of students for partial studies, according to exchange programmes or international, interdepartmental, inter-university and other types of cooperation agreements, is organised by Faculties/Institutes and the Academic Affairs Centre, pursuant to the terms and conditions of the student exchange programmes and cooperation agreements.

142. During partial studies at another higher education institution and until information on the outcomes of the studies at another higher education institution is received, the practice of study funding remains unchanged.

143. At their own expense, free movers, who independently choose another higher education institution, pay all the costs of their partial studies at another higher education institution, travel and living expenses in the foreign country.

## **IX. COMPLETION OF STUDIES**

144. A person is deemed to have completed university studies after all the requirements of a relevant study programme are met.

145. The first and second cycle final year students defend final thesis and take final exams, if prescribed by regulatory legislation. The procedure of conducting final examinations, coordinating the preparation and defence of final thesis, and other relevant terms and conditions are prescribed in the Procedure of Study Achievements Assessment.

146. The study regulations are checked and a decision on awarding a qualification degree is made by the qualification commissions for award of qualification Bachelor's or Master's degree. Upon award of a qualification degree, the persons are removed from the lists of students.

147. The Faculty Dean/Institute Director submits a draft Rector's Decree on the approval of the Qualification Committee for the Defence of Final Thesis and the Qualification Committee for Award of the Qualification Bachelor's or Master's Degree. The members of the Committee may include lecturers of the University and other higher education institutions, scientific workers of science institutions, and social partners. There shall be a minimum number of 3 Committee members present at a meeting.

148. The proceedings of the meetings of the Qualification Committees are recorded in the minutes. The minutes and statements of the Qualification Committees for Final Examinations or the Defence of Final Theses are signed by the chair and members of the Committee; the minutes of the

Qualification Committee for Award of the Qualification Bachelor's or Master's Degrees are signed by the chair and the secretary of the Committee.

149. The minutes and statements are stored in the archive of the University.

150. A document of higher university education is issued upon completion of degree studies:

150.1. upon completion of the first cycle studies – a Bachelor's in a study field diploma and a supplement or a Bachelor's in a major and minor study field diploma and a supplement;

150.2. upon the completion of the second cycle studies – a Master's in a study field diploma and a supplement;

150.3. upon the completion of doctoral studies and subject to a successful defence of the dissertation, a student is awarded a Doctoral Degree accompanied by a Doctoral Degree diploma.

150.4. Upon the completion of a joint study programme, delivered by different countries, the student is issued with one document evidencing the higher education qualification of the partner higher education institutions or one or more national documents evidencing the higher education qualification, delivered pursuant to the procedure established by two or more partner higher education institutions and the legislation of the country of each partner higher education institution. Upon the completion of a joint study programme, delivered by Lithuanian higher education institutions, the student is issued with one document evidencing the higher education qualification.

151. Upon the completion of bridge studies, unclassified students, who have studied individual subjects or subject groups, are issued with a diploma evidencing the same, which reflects all the successfully completed subjects, their volume, and assessment. Upon issuance of the diploma, the persons are removed from the lists of unclassified students.

152. Upon the completion of a non-degree study programme, a certificate evidencing it is issued.

153. A diploma and a supplement are issued to a graduate student, after all the knowledge checks are passed in the manner prescribed by the University.

154. A Leader's Diploma is issued to students who have gained only very good and excellent grades.

## **X. PROVISIONS ON STUDY QUALITY ASSURANCE**

155. Pursuant to the EU-guidelines on internal study quality assurance and the good practice of Lithuanian and global universities, the University is cultivating a modern culture of quality and implementing and improving an internal study quality assurance system.

156. The internal study quality assurance system of the University includes:

156.1. *Quality assurance policy and procedures.* The University is cultivating and implementing the quality assurance policy and operating procedures to help ensure the quality of studies. The University recognises the full worth of quality and quality assurance and it is developing and implementing its quality improvement strategy.

156.2. *Approval, monitoring, and periodic evaluation of study programmes and awarded qualifications.* The University has a valid procedure of the approval, monitoring, and periodic evaluation of the study programme and awarded qualifications.

156.3. *Assessment of study achievements.* The study outcomes of students and unclassified students are assessed using criteria, methods, and procedures established in a publicly announced policy.

156.4. *Assurance of the lecturers' competence and efficiency.* The University assures that the teaching staff for the students and unclassified students are qualified and competent to do so.

156.5. *Study resources and student support.* The University ensures relevant and sufficient resources for the studies of students and unclassified students in each study programme.

156.6. *Information systems.* The University ensures compilation, analysis and use of relevant information, which adds to efficient management of the study programmes and studies.

156.7. *Public information.* On a usual basis, the University publishes the latest accurate and unbiased qualitative and quantitative information on study programmes and qualifications awarded by the University.



157. Specific indicators of the study quality are established in the Legal Acts of the University.

158. The University is implementing an internal study quality assurance system, which is based on sharing responsibility for the quality of studies.

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