

THE STUDY PROCEDURE OF KAUNO KOLEGIJA HIGHER EDUCATION INSTITUTION

CHAPTER I GENERAL PROVISIONS

1. *The Study Procedure of Kauno kolegija Higher Education Institution* (hereinafter referred to as the Study Procedure) establishes the system of studies at Kauno kolegija (hereinafter referred to as Kauno kolegija or KK) that includes the procedure of admission to studies, the terms and conditions of organising studies and graduation, as well as the relations of enrolled students and unclassified students with the institution.

2. The Study Procedure has been prepared in accordance with *the KK Statute, the Law on Higher Education and Research of the Republic of Lithuania, the Description of General Requirements for the Implementation of Studies* and other legal acts related to the regulation of higher education.

3. The key concepts:

3.1. **An academic leave** is a period during which studies are suspended due to illness, on the recommendation of a physician or council of physicians, due to pregnancy, childbirth or childcare (until the child is three years old), or compulsory military service, without losing the student's status and the right to recommence studies at a state-funded place, if the student was granted it before the period of the academic leave.

3.2. **An academic debt** is an unsatisfactory final evaluation of the course / module received after the reassessment of the examination session.

3.3. **Part-studies** refer to learning of individual courses / modules or groups of courses / modules, which are assessed and confirmed by a certificate. The learner has the status of an unclassified student.

3.4. **Partial studies** refer to learning based on coordinated / uncoordinated study content / an exchange programme that provides the student with knowledge and abilities, which are assessed and confirmed by a certificate.

3.5. **An academic (associate professor, assistant professor, junior assistant professor, senior lecturer, lecturer, lecturer-practitioner)** is a person who educates and teaches enrolled and unclassified students in a higher education institution and/or carries out scientific research.

3.6. **Double-degree studies** refer to studies coordinated by two or more higher education institutions with an aligned, unified content of the programmes and an agreement on the recognition of study credits, upon completion of which, the student is awarded degrees from two or more higher education institutions.

3.7. **A final assessment** is an examination / project / integrated project, etc., which forms part of the cumulative assessment of the course / module and which is carried out at the end of the course / module.

3.8. **Individual study courses / modules** are courses or modules that students may choose from a list offered by Kauno kolegija, regardless of their field of study, in order to develop their general, professional, social, cultural, and personal competences.

3.9. **Part-time studies** refer to a mode of studies organised in accordance with the study programmes that award a Professional Bachelor Degree, where the courses / modules are studied at a reduced intensity according to a timetable, autonomously and under the guidance of academic staff. The duration of part-time studies shall not exceed the duration of full-time studies by one and a half times. Part-time studies may be organised during the daytime, in the evenings, on Saturdays, by

sessions, etc.

3.10. **A joint study programme** is a study programme that is coordinated and jointly implemented by two or more higher education institutions and includes major elements such as the integrity of the content and the learning outcomes of the constituents of the study programme implemented by the partner institutions; the physical and virtual mobility of students and the academic staff; and partnership-based administration of the programme.

3.11. **Cumulative assessment** refers to the system of assessing learning achievements where the cumulative score is the sum of the grades obtained for the interim and final assessments throughout the semester, calculated according to the proportions specified in the course / module description.

3.12. **An unclassified student** is a person who studies according to a non-formal education programme or attends separate courses / modules or groups of courses.

3.13. **Contact hours** refer to academic activities (lectures, practical workshops, consultations, etc.) of the academic staff and students / unclassified students according to the formally scheduled timetable in a lecture room, or remotely in a synchronous manner.

3.14. **Blended learning** refers to a mode of learning in which traditional face-to-face methods (in a lecture room) are combined with online or distance learning, supported by digital learning technologies.

3.15. **A non-formal adult education and continuing learning programme** is a description of non-formal adult education and continuing learning activities, which specifies the details of the programme, requirements for participants, academic staff, the aim of the programme, anticipated learning outcomes (competences) of the programme participants, and the learning content, methods, material resources, and quality assurance measures necessary to achieve them.

3.16. **Non-formal education** refers to an individual's autonomous learning while participating in social, professional, and leisure activities in order to develop their qualification, acquire additional qualifications and meet cognitive needs.

3.17. **Full-time studies** are the main mode of studies used to implement the study programmes that award a Professional Bachelor Degree. The completion of these studies grants higher collegial education. All the classes in full-time studies are organised according to the schedule established by Kauno kolegija.

3.18. **Distance studies** refer to studies where the learning process is conducted remotely using digital learning technologies.

3.19. **The major study field** is the study field that consists of at least 120 credits in the volume of the courses / modules of an undergraduate programme. All graduates are awarded a Professional Bachelor Degree in this study field, regardless of the study field that other compulsory and(or) elective courses / modules of the study programme belong to.

3.20. **Elective courses / modules (alternatives)** refer to a part of the curriculum that allows students to choose from several offered courses / modules belonging to the same field of study or group of competences, based on their interests and the competences they wish to acquire, thereby individualising the content of their studies without violating the study programme requirements.

3.21. **A certificate** is a formal document indicating a person's learning achievements during the study period. It contains information about the completed courses / modules and received evaluations.

3.22. **An internship** is a constituent of the study programme (course / module) designated to develop and apply student's knowledge, abilities, and skills in practical professional activities.

3.23. **Practical training** is a component of the study process that encompasses not only professional internships in companies or organisations but is also integrated into the content of individual courses / modules through laboratory work, practical assignments, project-based activities, and other applied learning methods directly related to the study programme.

3.24. **A Professional Bachelor** is a qualification degree awarded to a person who has completed a collegial study programme in a higher education institution.

3.25. **A Professional Bachelor Diploma** is a document issued to a person who has completed collegial studies and acquired a Professional Bachelor Degree or a Professional Bachelor Degree and

a qualification.

3.26. **A written assignment** is a self-study or group work assignment (final thesis, research paper, project, internship and other reports, essay, reflection, case study, practical study, etc.) composed during the studies.

3.27. **Self-study** refers to student's learning through the completion of tasks and activities (such as collaborative activities, the preparation of reflections and/or self-assessments, preparation for interim and final assessments, independent study of course materials, etc.) carried out independently outside scheduled contact hours, with the aim of deepening knowledge and developing skills in the subject area of the course / module being studied.

3.28. **A student** is a person who studies a study programme at a higher education institution.

3.29. **Studies** refer to learning a study programme at a higher education institution by a person who has acquired at least secondary education.

3.30. **Resumption of studies** is the return of a person to continue studies in the same study programme after having interrupted them, thereby regaining student status.

3.31. **A study course** is a relatively autonomous constituent of studies. It is intended to achieve a specific aim of the study programme and certain learning outcomes and has its own subject matter for research, knowledge-based content, and methods.

3.32. **A study credit** is a unit of the volume of a course / module used to estimate a student's average workload needed to achieve learning outcomes.

3.33. **A field of study** refers to the academic, professional and research fields united by a common concept, the learning outcomes, and the means of achieving them (teaching, learning, and assessment).

3.34. **A Study module** is a set of thematically related courses (components) linked by intended learning outcomes and designed to achieve a specific area of competence or a group of learning outcomes. A study module consists of several interrelated courses whose content, learning outcomes, and assessment are coordinated to ensure the consistent development of competences within the study programme.

3.35. **A study break** is temporary suspension of studies for personal reasons for a period not exceeding one academic year, during which the student retains their student's status.

3.36. **A study schedule** is a schedule of implementing a study programme set by an academic division for an academic year. It indicates the periods of the study process (lectures, internships, examination sessions, holidays, etc.).

3.37. **The study calendar** is the calendar of the academic year that indicates the most important dates of the study process (beginning and end of the academic year, holiday period).

3.38. **A study programme** refers to the entire implementation of the field(s) of studies in a higher education institution and its description, which includes the anticipated learning outcomes, the study content, activities, methods, means, and human and other resources necessary to achieve them.

3.39. **Specialisation of the study programme** is a part of a study programme intended for more in-depth studies in the field of study, through which students acquire additional specific knowledge, skills, and competencies in their chosen area of professional activity.

3.40. **Learning outcomes** are the statements indicating what the student / unclassified student knows, understands, and is able to do after completing the course / module and (or) the whole study programme and are defined by the knowledge, abilities, and attitudes.

3.41. **A study agreement** refers to the document describing the obligations of the parties, signed by KK Director or an authorised person and the student / unclassified student.

3.42. **An interdisciplinary study programme** refers to a study programme designed to achieve the learning outcomes of two or more fields of study, based on one main (major) field of study that determines the content of the study programme, with the other fields of study integrated as supplementary. Upon completion of the study program, a degree is awarded in the group of fields to which the main (major) field belongs.

3.43. **Interim assessment** is the assessment and evaluation of knowledge, understanding, and abilities that a student / unclassified student had to acquire while studying a certain part of the course

/ module. Interim assessments may be carried out using various assessment methods and may have different weights in the final assessment (cumulative score / grade).

3.44. **Continuing education** is part of lifelong education that involves learning in a formal, non-formal and self-study way, where the competence acquired by an individual can be recognized as part of a formal education programme.

3.45. A **short-cycle diploma** is a document issued to a person who has completed short-cycle studies and was awarded a qualification.

3.46. A **short-cycle study programme** refers to a study programme designed to provide a qualification that entitles the graduate to engage in professional activities and/or continue their studies under collegial study programmes.

3.47. A **single-field study programme** refers to a study programme intended for achieving the learning outcomes of the major field and, if provided for in the description of the study programme, a minor field. Upon completing such a study programme, the qualification degree of the group of fields of study, to which the major field is assigned, is awarded.

CHAPTER II

STUDY PROGRAMMES AND MODES OF STUDIES

4. The studies at Kauno kolegija are implemented according to the study programmes included in the *Register of Study and Training Programmes and Qualifications*.

5. Kauno kolegija provides short-cycle and first-cycle collegial studies. The first-cycle collegial study programmes may relate to a single or interdisciplinary field(s) of study.

6. The studies at Kauno kolegija are implemented in two modes: full-time and part-time. Upon completing the study programme, the education acquired is equivalent regardless of the mode of study.

7. The volume of collegial study programmes, the completion of which awards the Professional Bachelor Degree in the group of fields of study and, following legal acts, the Professional Bachelor Degree in the group of fields of study and a qualification, shall be 180 ECTS credits or 210 ECTS credits.

8. Kauno kolegija applies the *European Credit Transfer and Accumulation System* (ECTS). One credit is equivalent to 27 academic hours and one academic hour is equivalent to 45 minutes.

9. The volume of short-cycle studies may consist of 90 credits or 120 credits. At least 50 credits shall be allocated to the field studies in the short-cycle study programme, including the preparation of an applied project and a final examination, if required by regulatory provisions, which shall jointly consist of at least 5 credits; 30 credits (if the volume of the study programme is 90 credits) or 40 credits (if the volume of the study programme is 120 credits) shall be allocated to internships in the real workplace.

10. The volume of full-time studies per year shall be 60 credits but not less than 45 credits. The volume of part-time studies per year may be less than 45 study credits.

11. The internships and any other practical training anticipated in a collegial study programme shall be assigned at least a third of the volume of the study programme.

12. The courses / modules in the study programme shall be divided into general collegial, study field and individual study courses / modules.

13. Kauno kolegija may implement study programmes in two fields of study, upon the completion of which a qualification degree shall be awarded in two groups of fields of study corresponding to the fields of study, or in one group of fields of study if the fields of study belong to the same group of fields of study.

14. Non-formal adult education and continuing learning programmes registered in the institutional *Register of Non-formal Education Programmes* can also be implemented at Kauno kolegija. The learners shall have the status of unclassified students. Unclassified students are given access to the KK Library, material resources and other services provided by study units. Upon completing a non-formal adult and continuing programme, the unclassified student shall be issued a

certificate.

15. Kauno kolegija may implement joint and double degree study programmes initiated, approved, and improved following *the Description of the Procedure for Organising Joint and Double-Degree Study Programmes at Kauno kolegija*.

CHAPTER III

ADMISSION OF STUDENTS AND UNCLASSIFIED STUDENTS

16. The admission of students / unclassified students to Kauno kolegija shall be administered following the *Rules for Students' Admission to Kauno kolegija* for the current year.

17. Persons with at least secondary education shall be admitted to collegial study programmes by competition. Admission to short-cycle studies shall be open to persons who have at least secondary education and a professional qualification acquired under a vocational training programme corresponding to Level 4 of the *Lithuanian Qualifications Framework*, considering their learning achievements and other criteria established by the higher education institution, having assessed the requirements of the professional standards and the descriptions of the field of study. The admission of persons shall be carried out through the state information system designated for this function.

18. Kauno kolegija shall admit persons to state-funded study places, non-state-funded study places with study grants, and non-state-funded study places. Only the persons whose learning achievements are not lower than those stipulated in the *Law on Higher Education and Research of the Republic of Lithuania*, who meet the minimum requirements set by the Ministry of Education, Science and Sport of the Republic of Lithuania and the rules of the current year's admission of students to Kauno kolegija, shall be eligible for state-funded study places. The admission procedure for foreign citizens (non-European Union and European Economic Area citizens) is set out in the *Rules for the Admission of Foreign Citizens to KK Study Programmes Taught in English*. The admission procedure for applicants who have obtained their education at foreign educational institutions and are applying for state-funded places (those wishing to participate in the general admission process) is provided on the website of the *Lithuanian Association of Higher Education Institutions for the Organization of General Admission*.

19. Annual tuition fees and the total number of study places according to fields of study and(or) groups of fields of study shall be approved by the KK Academic Council on the proposition of the KK Director, having coordinated with the academic divisions and considered the possibilities of ensuring the quality of studies.

20. Payment of the enrolled and unclassified students' tuition fees shall be regulated by the *Description of the Procedure for Paying Tuition Fees and Services Related to Studies, Reimbursing them and Collecting Debts at Kauno kolegija*.

21. The enrolled students shall enter into a Study Agreement signed by the student or his / her authorised person and the KK Director or his/her authorised person. The unclassified students shall enter into a Study Agreement between Kauno kolegija and the unclassified student studying individual courses / modules, which shall be signed by the unclassified student or his/her authorised person and the KK Director or his / her authorised person.

22. A student / unclassified student shall be admitted to Kauno kolegija by order of the KK Director.

23. The unclassified student shall study chosen courses / modules and shall pay a tuition fee, which is determined according to the *Description of the Procedure for Paying Tuition Fees and Services Related to Studies, Reimbursing them and Collecting Debts at KK*. Upon completion of the requirements of the study course / module, the unclassified student is issued a certificate.

24. Persons from other Lithuanian or foreign higher education institutions and those who have completed part studies may be admitted to Kauno kolegija. The admission process is carried out using the state information system designated for this function. Upon enrolment in a study programme at Kauno kolegija, the results of previous studies may be recognised in accordance with *the Description of the Procedure for Crediting Learning Outcomes at Kauno kolegija*.

25. Persons who have the status of an unclassified student and who have fulfilled the requirements of the study programme, except for the defence of the final thesis or the final examination, shall be admitted to Kauno kolegija using the state information system designated for this function. Upon enrolment in a study programme, the results of previous studies may be recognised in accordance with *the Description of the Procedure for Crediting Achieved Learning Outcomes at Kauno kolegija*.

26. Persons who have the status of an unclassified student and are studying individual courses / modules shall be admitted to Kauno kolegija using the state information system designated for this function. A person enrolled in a study programme may have his/her competences, acquired through non-formal and informal learning, assessed and recognised as study results in accordance with *the Description of the Procedure for the Assessment and Recognition of Competences Acquired in a Non-formal and Self-study Way as Learning Outcomes at Kauno kolegija*.

SECTION ONE

STUDENTS' TRANSITION FROM ONE STUDY PROGRAMME / MODE TO ANOTHER STUDY PROGRAMME / MODE

27. A student may change to another study programme within the group of fields of study at Kauno kolegija or transfer from another higher education institution offering collegial studies no earlier than after completing the first semester of the first year of studies (or, in the case of students receiving study scholarships, after completing the first year of studies), provided that there are vacant places available in the intended study programme. The financial conditions applicable to a student studying in a state-funded study place who changes their study programme are established by the Resolution of the Government of the Republic of Lithuania *On the Amendment of Resolution of the Government of the Republic of Lithuania No. 149 of 1 March 2017 "On the Implementation of the Law on Higher Education and Research of the Republic of Lithuania"*.

28. A student wishing to change their study programme shall complete the semester (or, in the case of students receiving study scholarships, the academic year) without any academic debts and submit a written request to the KK Academic Division in which they intend to continue their studies no later than 10 calendar days before the start of the new semester. The request to change the study programme shall specify both the current study programme and the study programme to which the student wishes to transfer.

29. The responsible staff member of the Academic Division shall inform the student changing the study programme of the approval to change the study programme no later than 5 working days after the submission of the request. Upon receiving approval to study under another study programme at Kauno kolegija, the student shall, within 3 working days, notify the Study Administration Unit at the higher education institution from which they are transferring.

30. A student may change the mode of study after the end of a semester, provided that the intended study programme is offered in the requested mode of study and there are vacant places available. A student wishing to change the mode of study shall submit a written request to the Head of the Academic Division no later than 10 calendar days before the start of the new study semester, unless the KK Director decides otherwise. The transfer from one mode of study to another shall be approved by order of the KK Director on the proposition of the Head of the Academic Division.

31. A change of study programme involving a transfer from another higher education institution shall be formalised by terminating the existing Study Agreement and concluding a new Study Agreement with Kauno kolegija. A change of study programme and / or mode of study within Kauno kolegija shall be formalised by means of a supplementary agreement.

32. Having changed the study programme or the mode of studies, the student shall eliminate the differences during the semester in which the relevant course unit / module is offered, but no later than within one academic year from the date of the change of study programme or mode of study (see *the Description of the Procedure for Paying Tuition Fees and Services Related to Studies, Reimbursing them and Collecting Debts at KK*). If the differences exceed 15 credits, the student may

be admitted to a lower year of studies.

SECTION TWO ADMISSION TO PARTIAL STUDIES

33. A student coming from another institution of higher education in Lithuania to undertake partial studies is admitted by order of the KK Director, on the proposition of the Head of the Academic Division.

34. A student coming from a foreign higher education institution to undertake partial studies is admitted by order of the KK Director, on the proposition of the Head of the International Relations Unit, coordinated with the Head of the Academic Division.

35. Having completed a coordinated partial study programme at Kauno kolegija, the student shall be issued a certificate.

36. A student may undertake part of a coordinated study programme at another higher education institution in Lithuania or abroad / or come from another higher education institution for partial studies. Upon completion of the studies, the student is issued a certificate. The learning outcomes obtained in the Lithuanian / foreign higher education institution shall be credited in accordance with *the Description of the Procedure for Crediting Achieved Learning Outcomes at Kauno kolegija*.

CHAPTER IV RESUMPTION OF STUDIES

37. Studies may be resumed only in the same study programme. If the study programme is no longer offered, the person may be admitted to another study programme within the same group of fields of study. The learning outcomes achieved in the previous study programme may be recognised in accordance with *the Description of the Procedure for Crediting Achieved Learning Outcomes at Kauno kolegija*.

38. Studies shall be resumed in a non-state-funded study place. However, if a state-funded study place becomes available during the study period, the student may apply for such a place under the conditions set out in Article 80 of the *Law on Higher Education and Research of the Republic of Lithuania*.

39. Studies may be resumed provided that the person has fully completed the study plan for the first year of the study programme and has no outstanding financial obligations to Kauno kolegija.

40. A person may be permitted to resume their studies provided that there are vacant places available in the study programme and that the curriculum differences do not exceed 15 credits. If the differences exceed 15 credits, studies may be resumed in a lower year or semester, but not lower than the third semester.

41. Any study differences arising from changes to the content of the study programme shall be eliminated during the semester in which the relevant course or module is offered, but no later than within one academic year from the resumption of studies. These differences are not considered academic debts. If a student has more than 15 study credits of differences in courses / modules, they shall eliminate these differences before resuming their studies while holding the status of an unclassified student.

42. A person wishing to resume their studies shall submit a request to the Academic Division of the intended study programme via the document management system (*Kontora*) no later than 10 working days before the start of the new semester.

CHAPTER V ORGANISATION OF STUDIES

43. The KK study calendar for the next academic year shall be composed before 1 February.

It shall be approved by the KK Director and announced on the KK website.

44. Students shall return to their semester studies after their study break / academic leave or studies / internship abroad under exchange programmes / bilateral cooperation agreements no later than 10 calendar days from the beginning of the semester.

45. A student shall be registered for a higher semester provided he / she has no academic debts or his / her academic debt does not exceed the volume of 15 credits in full-time and in part-time studies. Students shall eliminate their academic debts no later than by the end of the first month of a new semester. Students who are in the last semester of their studies shall eliminate academic debts not later than two weeks before the beginning of the week of the final examinations or defence of the final theses specified in the study schedule. Upon the recommendation of the Head of Studies / Vice Dean / Vice Dean for Studies and by order of the Head of the Academic Division, the period for elimination of academic debts may be extended.

46. If a student / unclassified student does not pay the tuition fee following the procedure established by Kauno kolegija (in case of postponing the term – part of the tuition fee), he / she shall not be allowed to take part in the study process (including the right to take part in the interim assessments and/or to retake them), take examinations / defend projects / integrated projects and defend the final thesis.

47. A student who fails to fulfil the financial obligations set forth in the Study Agreement shall be expelled from Kauno kolegija no later than 10 working days after the expiry of the payment deadline, except in the following cases:

47.1. The student has signed a promissory note with Kauno kolegija (see the *Description of the Procedure for Paying Tuition Fees and Services Related to Studies, Reimbursing them and Collecting Debts at Kauno kolegija*);

47.2. The student provides proof that they have applied for a state-supported loan to cover the tuition fee (this provision shall not apply to citizens of countries outside the European Union and the European Economic Area);

47.3. The student has submitted an application to pay the semester tuition fee in instalments (see the *Description of the Procedure for Paying Tuition Fees and Services Related to Studies, Reimbursing them and Collecting Debts at Kauno kolegija*).

48. The academic year shall begin on 1 September and finish on 31 August. The academic year shall consist of two study semesters – autumn and spring. The autumn semester shall begin on 1 September (and include 1-2-week holidays); the spring semester shall begin on 1 February (and include a one-week holiday and at least one month of uninterrupted summer holidays). 2-4 weeks in each semester shall be assigned for final assessments (examinations, defence of projects / integrated projects and other assignments).

49. Each academic division shall have a schedule for the academic year with the duration and time of semesters, examination sessions, internships and holidays indicated. The schedule for the next academic year shall be composed by a responsible staff member of each faculty before 20 February, approved by the Head of the Academic Division, and by 1 March submitted to the Study Administration Unit through the document management system (Kontora). The study schedule shall not contradict the study plans approved by order of the KK Director.

50. Study timetables shall be announced at least a week before the beginning of a semester. In the case of modular studies, they are announced no later than two weeks before the beginning of the module. Study timetables are announced on Student Intranet. The timetables of the examinations and other final assessments are announced on Student Intranet a week before the beginning of the examination session.

51. A student who submits a justified request to the Head of the Academic Division may take an examination / defend a project / integrated project during a period other than an examination session (see the *Description of the Procedure for Assessment of Study Achievements at Kauno kolegija*). While drawing up the timetable, it is recommended to assign at least two days to prepare for an examination / defence of the project / integrated project.

52. The language of instruction shall be Lithuanian. Some courses / modules or the whole study

programme may be taught in another language in the following cases:

- 52.1. the content of the study programme is related to another language;
- 52.2. the study programme is implemented in a foreign language;
- 52.3. studies are implemented under international exchange programmes;
- 52.4. study courses / modules are taught by foreign academic staff.

53. International students studying on a full-time or part-time basis shall additionally take a compulsory Lithuanian language course and acquire basic linguistic competences meeting the requirements of level A1.

54. The following study organisation methods shall be applied at Kauno kolegija: contact hours (lectures, seminars, laboratory work, consultations, practical activities, etc.), blended and distance learning, internships, self-study, etc.

55. Contact hours should not exceed 8 academic hours a day in full-time studies and 12 hours a day in part-time studies. During professional internships, the contact hours are estimated following *the Description of the Procedure for Organising Students' Internships at Kauno kolegija*.

56. The attendance of practical activities (workshops, seminars, laboratory work, etc.), internships, interim and final assessments shall be compulsory.

57. Internships and practical activities may be performed at Kauno kolegija or external organisations. The procedure for organising, assessing and evaluating, documenting, and the requirements for students and mentors shall be regulated by *the Description of the Procedure for Organising Students' Internships at Kauno kolegija*.

58. Professional and final internships shall be performed in Lithuanian and foreign enterprises / organisations that have signed Student's Practical Training Agreements (between the enterprise / organisation, Kauno kolegija, and the student).

59. The student whose professional internship is evaluated insufficiently shall reperform it during their holiday or the time free from theoretical and practical activities. The student shall pay for the repeated professional internship according to the volume of study credits (see *the Description of the Procedure for Paying Tuition Fees and Services Related to Studies, Reimbursing them and Collecting Debts at Kauno kolegija*).

60. The registration for specialisations and in-depth studies of courses / modules in the same or other fields of study for the next academic year shall be open to students until 31 May.

61. The organisation of study programme specialisations and alternative elective courses / modules shall be carried out in accordance with *the Description of the Procedure for Study Programme Structure and Organisation of Studies*.

62. The specialisation of a study programme shall be implemented if the following recommended minimum number of students opt for it:

- 62.1. in the study programmes of the group of fields of study in arts - 4;
- 62.2. in the study programmes of the group of fields of study in health sciences, computing, engineering sciences, technological sciences and agricultural sciences - 10;
- 62.3. in the study programmes of the group of fields of study in humanities, social sciences, education sciences, law, business and public administration - 15.

63. If the specialisations of a study programme do not reach the minimum number of students who have chosen them, the specialisation chosen by a larger number of students shall be implemented.

64. Students who have not chosen a specialisation shall be registered into the specialisations of the study programme by the decision of the Head of the Department / Academy / Centre / Study Development Coordinator.

65. The choice of specialisations shall be formalised by order of the Head of an Academic Division on the proposition of the Head of the Department / Academy / Centre / Study Development Coordinator.

66. A student shall be allowed to change his / her chosen specialisation if there are vacancies in the specialisation, he / she intends to study, and if the minimum number of students in his / her chosen specialisation remains. A student wishing to change his / her specialisation shall apply in

writing to the Head of the Academic Division at least 10 calendar days before the beginning of the studies of the specialisation, unless otherwise decided by the KK Director.

67. The process of selecting and studying individual study courses / modules shall be regulated by *the Description of the Procedure for Study Programme Structure and Organisation of Studies*.

68. An academic division may offer additional courses / modules that exceed the volume of the credits of the study programme. The studies of these courses / modules shall be subject to a fee. A certificate shall be issued upon completion of these courses / modules.

69. The study programme provides students with the opportunity to acquire entrepreneurial and creative competencies by taking the course / module on Creativity and Entrepreneurship.

70. The study programme includes a course / module designed to improve students' digital competencies, with a particular focus on the application of artificial intelligence in the study process.

71. The study programme shall provide students with the opportunity to acquire knowledge of occupational safety and health requirements relevant to the qualification to be awarded.

72. The study programme may provide students with the opportunity to choose a course / module intended to promote students' active physical activity.

73. At the beginning of the first semester, during introductory sessions, first-year students are introduced to their chosen study programme, thereby enabling them to become familiar with their future professional field.

74. Kauno kolegija shall provide an opportunity to study according to an individual study plan which is drawn up in accordance with *the Description of the Procedure for Personalising Studies at Kauno kolegija*. The duration and volume of studies in a semester indicated in an individual study plan may differ from that approved at Kauno kolegija. However, the volume of one-year full-time studies shall be at least 45 credits and at least 30 credits for part-time studies.

75. The implementation of the personalisation of the study process for a student / unclassified student with a disability and(or) learning difficulties shall be drawn up following *the Description of the Procedure for Personalising Studies at Kauno kolegija*.

CHAPTER VI

ASSESSMENT OF LEARNING ACHIEVEMENTS

76. The assessment of learning achievements at Kauno kolegija is carried out in accordance with *the Description of the Procedure for the Assessment of Learning Achievements at Kauno kolegija*.

77. While assessing learning achievements, the academic staff shall follow the principles of clarity, objectivity, impartiality, openness of assessment procedures, mutual respect, and goodwill. The results of the assessment of learning achievements shall be published in a manner that ensures the protection and proper processing of personal data in accordance with the General Data Protection Regulation (GDPR).

78. At Kauno kolegija, students' learning achievements shall be assessed by applying a cumulative system. The course / module description shall contain the weights of the components of the cumulative assessment and shall indicate whether all components of the cumulative assessment shall be successfully passed (by the evaluation score of at least 5). It is recommended that no more than 40 per cent of the cumulative score should be allocated to the final assessment.

79. During their first class, each academic shall inform students about the aims and the content of the study course / module, the anticipated learning outcomes, the cumulative system of the assessment, its criteria, prevention of plagiarism, ethical use of AI tools, etc. It is only the knowledge, abilities and skills that are included in the anticipated learning outcomes provided in the course / module study programme that shall be assessed. It is recommended to include at least 50 per cent of practical assignments for the course / module assessment.

80. It is recommended that assignments shall be submitted in writing, except when learning outcomes of the course / module relate to specific knowledge and skills, and it is difficult to assess them by written assignments. A student / unclassified student shall be informed about the evaluation

of the completed assignments, their strengths and weaknesses and consult a lecturer if necessary.

81. In course-based studies, students / unclassified students shall be allowed to take part in the final assessment only if they have completed all interim assessments indicated in the description of the course (with a positive evaluation score) during the semester and their weighting average of interim assessments is at least 5. If the student / unclassified student fails to meet these conditions, he / she shall not be allowed to take part in the final assessment.

82. In modular study programmes, students / unclassified students shall be allowed to take part in the final assessment provided they have completed all interim assessments (with a positive evaluation score) during the semester indicated in the description of the study module with a weighting average of at least 5 for interim assessments of each study module component. If a student fails to meet these conditions, he / she shall not be allowed to take part in the final assessment.

83. In case of a valid reason, the period of the interim and / or the final assessment(s) of the courses / modules studied during a semester may be extended by the resolution of the Head of an Academic Division. The request and documents justifying the valid reason shall be submitted to the Dean's Office at least within 5 working days after the need to extend the period for assessing the learning outcomes of the courses / modules studied occurred.

84. The student who failed to take / pass the final assessment of a course / module may retake it once free of charge within 5 working days after the end of the session or during the reassessment week (freely elective courses / modules – within 5 working days after the final assessment).

85. The student with an academic debt who has been allowed to take the final assessment can retake the final assessment at his / her own expense not more than twice during the first month of the new semester.

86. In case the student has not been allowed to take the final assessment or failed to eliminate academic debts within the period defined, on the proposition of the Vice Dean / Vice Dean for Studies / Head of Studies and the order of the Head of an Academic Division, he / she shall repeat the failed courses / modules at his / her own expense. The fee shall be determined in accordance with the *Description of the Procedure for Paying Tuition Fees and Services Related to Studies, Reimbursing them and Collecting Debts at Kauno kolegija*. If the student cannot be registered for a higher academic semester (see Paragraph 45) and does not wish to repeat the failed course / module, he / she shall be expelled from Kauno kolegija due to academic failure.

87. The student who has taken a study break or academic leave may repeat the failed study courses / modules or eliminate academic debts during this period at his / her own expense. The fee shall be determined in accordance with the *Description of the Procedure for Paying Tuition Fees and Services Related to Studies, Reimbursing them and Collecting Debts at Kauno kolegija*.

88. Upon completing a course / module, student's learning outcomes shall be assessed by assigning them to the level of achievements (excellent, standard and threshold). At the end of each academic year, the student's level of learning achievements is annually determined and compared with the level of learning achievements of the same study field, the same mode of studies, and the same year following the *Description of the Procedure of KK students' Rotation and Acceptance of Vacant State-Funded Study Places*.

89. After the assessment of the learning achievements of the course / module, the student / unclassified student shall provide feedback on the studies of the course / module by completing a questionnaire in the *Study Management System*.

CHAPTER VII

ASSESSMENT AND RECOGNITION OF COMPETENCES ACQUIRED THROUGH NON-FORMAL AND SELF-STUDY WAY AS LEARNING OUTCOMES

90. The learning outcomes acquired through non-formal and self-study way may be assessed and recognised as part of a formal study programme or qualification following the procedure established by the Government or its authorised body and the procedure approved at Kauno kolegija.

The person may be issued a certificate.

91. Competences acquired through non-formal and self-study way shall be assessed and recognised as learning outcomes, provided they are equivalent to the learning outcomes acquired during formal studies.

92. Competences acquired through non-formal and self-study way shall be assessed and recognised as achieved learning outcomes in accordance to *the Description of the Procedure for the Assessment and Recognition of Competences Acquired in a Non-formal and Self-study Way as Learning Outcomes at Kauno kolegija*.

93. Competences acquired through non-formal and self-study way shall be assessed and recognised by an Assessment Committee, established on the proposal of the Head of the Department / Academy / Centre / Study Development Coordinator in accordance with the criteria set by the academic division.

CHAPTER VIII

SUSPENSION OF STUDIES

94. A student may take an academic leave due to illness, on the recommendation of a physician or council of physicians, or due to pregnancy, childbirth, or childcare (until the child is three years old). A student may also take an academic leave for personal reasons (hereinafter referred to as a study break) once during the period of studies but for a maximum period of one academic year. In both cases, the student shall not lose their status as a student and the right to continue their studies at a state-funded place after the academic leave, provided that he / she was studying at this place before taking the academic leave.

95. The student who is temporarily unable to continue studies due to illness, pregnancy, childbirth or childcare (until the child is three years old) or military service shall be granted an academic leave on his/her request and by order of the Head of the Academic Division, upon providing a statement from the physician, council of physicians, child's birth certificate or the document confirming their military service.

96. A study break may be granted on the student's request provided there are important personal reasons.

97. A study break or academic leave is granted by order of the Head of the Academic Division.

98. A study break shall not be granted if the student has outstanding financial obligations.

99. A student shall be allowed to continue his / her studies after the academic leave or study break, upon his/her request and by order of the Head of the Academic Division, unless otherwise decided by the KK Director.

100. The student shall return from the academic leave or study break no later than within 10 calendar days from the beginning of a semester.

101. A study break shall be granted for a period not longer than a calendar year. It shall not be granted in the first semester of the first academic year. A study break may be granted once within the whole period of studies.

102. A student resuming studies after a study break shall eliminate the differences of the study programme in the semester of the relevant course / module, but no later than within one year.

103. The academic achievements of a student returning from an academic leave or study break shall be recalculated after 2 semesters of studies by comparing them with the study average of the students of the same study cycle, the same field of study, the same mode of studies, and the same academic year following the *Description of the Procedure of KK students' Rotation and Acceptance of Vacant State-Funded Study Places*.

104. The student who is granted an academic leave or a study break shall not receive an incentive and (or) targeted scholarship.

105. On the student's request, the Head of the Academic Division may resume the studies before the end of the study suspension period.

106. The student who fails to return to studies after the academic leave or a study break on time

shall be removed from Kauno kolegija: not later than 25 September in the autumn semester and not later than 25 February in the spring semester.

CHAPTER IX

TERMINATION OF STUDIES AND EXPULSION FROM KAUNO KOLEGIJA

107. The conditions for terminating studies are defined in the Study Agreement.
108. Studies at Kauno kolegija shall be terminated:
- 108.1. on personal request;
 - 108.2. when a student is expelled from Kauno kolegija;
 - 108.3. upon transition to another education institution;
 - 108.4. upon completing the studies;
 - 108.5. upon the student's death;
 - 108.6. if after the rotation the student does not sign the Supplementary Agreement on the change of financial conditions, which is attached to the Study Agreement;
 - 108.7. when the Study Agreement is terminated in other cases provided for by law.
109. The student shall be expelled from Kauno kolegija due to:
- 109.1. violation of the provisions of the *Statute, the Code of Academic Ethics, Study Procedure* and the requirements stated in other legal acts regulating the studies;
 - 109.2. failure to achieve the learning outcomes set out in the study programme description (due to academic failure, when academic debts exceed 15 credits);
 - 109.3. failure to return from an academic leave / study break on time without a valid reason;
 - 109.4. failure to prepare / defend the final thesis / project / applied project; take / pass the final examination;
 - 109.5. failure to meet financial obligations set out in the Study Agreement;
 - 109.6. imposed custodial sentence when studies are not possible (the court judgment enters into force);
 - 109.7. provision of false and misleading data, information or documents which prevented the conclusion, performance or fulfilment of the Study Agreement.
110. On personal request, the person who terminates studies and has fulfilled all obligations to Kauno kolegija may be issued a certificate about the courses / modules studied, their volume by credits, and the evaluations received. If needed, the Head of the Department / Academy / Centre / Division / Study Development Coordinator shall provide approved descriptions of the courses / modules taken by a student, for which he / she pays the fee according to the *Description of the Procedure for Paying Tuition Fees and Services Related to Studies, Reimbursing them and Collecting Debts at Kauno kolegija*.
111. The persons who studied in state-funded places and those who received a study grant and were expelled from Kauno kolegija or terminated their studies shall be obliged to repay the state budget the funds allocated to pay the tuition fee or part of it for the state-funded place following the procedure established by the Government.
112. The student shall be expelled from Kauno kolegija and(or) have his/her name removed from the students' list by order of the Director on the proposition of the Head of the Academic Division.
113. The person expelled from Kauno kolegija for violation of the provisions of the *Statute, the Code of Academic Ethics*, or the requirements of the legal acts regulating the KK internal procedure may recommence his / her studies no earlier than one year after expulsion from Kauno kolegija. A person is admitted to the chosen study programme using the state information system designed for this function.

CHAPTER X

COMPLETION OF STUDIES

114. Collegial studies shall be completed by assessing the level of achieving the study objectives and learning outcomes in the following forms: the final thesis / project or the final thesis and the final examination. The graduates of collegial studies shall be awarded the Professional Bachelor Degree corresponding to Level 6 of the *Lithuanian Qualifications Framework* and the *European Framework for Lifelong Learning*, which shall be confirmed by the Professional Bachelor Diploma and Diploma Supplement issued by Kauno kolegija.

115. Short-cycle studies shall be completed by the final examination and / or applied project. Students who have completed short-cycle studies shall be awarded a qualification corresponding to Level 5 of the *Lithuanian Qualifications Framework* and the *European Framework for Lifelong Learning*, which shall be confirmed by a short-cycle study certificate issued by Kauno kolegija providing the right to undertake a professional activity and(or) continue studies at a higher education institution.

116. A person shall be considered to have completed collegial or short-cycle studies after all the requirements of the chosen study programme have been met: he / she has defended the final thesis / project or, if it is included in the study programme, he / she has passed the final examination. The date of the completion of studies shall be considered to be the date indicated in the order of the Director regarding awarding the Diploma and removing the graduate's name from KK students' list.

117. The student whose semester evaluation scores throughout entire studies were 8 (good) or higher, the weighting average of final assessments was at least 9 (very good), and the defence of the final thesis / project and(or) the final examination was evaluated as 9 (very good) or 10 (excellent) shall be awarded the Professional Bachelor Diploma with honours.

118. The student shall fulfil all the obligations to Kauno kolegija within at least 5 working days before the award of the diploma.

119. The person who lost the diploma or its supplement shall apply to the KK Study Administration Unit regarding the issuance of a duplicate and shall pay the fee specified in the *Description of the Procedure for Paying Tuition Fees and Services Related to Studies, Reimbursing them and Collecting Debts at Kauno kolegija*.

120. An unclassified student who has completed part studies or a non-formal education programme shall be issued a certificate.

CHAPTER XI

RIGHTS AND OBLIGATIONS OF STUDENTS AND UNCLASSIFIED STUDENTS

121. A student shall have the right:

121.1. to study the chosen study programme;

121.2. to study according to an individual study plan and to take assessments for study assignments in alternative ways in case of disability and(or) learning difficulties that prevent from being assessed in an established way (the alternative way of assessing shall ensure the achievement of the learning outcomes);

121.3. to study more than one study programme or other courses / modules in the same or another higher education institution;

121.4. to freely express their ideas and views on all scientific, social, and cultural issues, insofar as this does not contradict the laws of the Republic of Lithuania and KK regulatory acts;

121.5. to assess the quality of teaching and provision of the course / module studied;

121.6. to choose the lecturer in case the same course / module is taught by several academics;

121.7. to propose a topic for the final thesis / project / applied project or choose from a list of suggested topics;

121.8. to apply to the Head of the KK Academic Division or a person authorised by him / her to have the learning outcomes acquired at Kauno kolegija or another higher education institution credited;

121.9. to address the KK administration, Dispute Handling Committee regarding violation of his/her legitimate interests;

- 121.10. to terminate and recommence studies following the procedures established in the *KK Statute*;
- 121.11. to take an academic leave or study break;
- 121.12. to participate in the governance of Kauno kolegija;
- 121.13. to elect Students' Representative Council and be elected to it; freely join students' associations;
- 121.14. to participate in a voluntary internship, additional internship or traineeship that are not a part of the curriculum of the study programme;
- 121.15. to study at foreign higher education institutions under international student exchange programmes;
- 121.16. during studies to use lecture rooms, the Library and Centre of Scientific Communication, laboratories, other study facilities and equipment following the procedure established at Kauno kolegija;
- 121.17. to receive information from the higher education institution and its divisions on the issues related to studies;
- 121.18. to apply for a vacancy in state-funded places or reimbursement of the tuition fee following the procedure established at Kauno kolegija;
- 121.19. to receive subsidised loans following the procedure established by the Government;
- 121.20. to receive scholarships following the procedure established by the *Law on Higher Education and Research* and the Academic Council;
- 121.21. to participate while drafting proposals to the Seimas, the Government, the KK Council, and the Academic Council on the issues relevant to students;
- 121.22. to retake the final assessment of the course / module that they have failed or did not take for a valid reason;
- 121.23. to exercise other rights set out in legal acts and regulations.
- 122. Students shall be obliged:
 - 122.1. to strive for the learning outcomes defined in the study programme to be achieved;
 - 122.2. to comply with the provisions of *the Law on Higher Education and Research, the Statute, the Study Procedure*, and other legal acts regulating studies at Kauno kolegija;
 - 122.3. to comply with the requirements of the *KK Code of Academic Ethics*;
 - 122.4. to carry out the decisions of the KK governing bodies, the orders of the Director, the Head of the Academic Division, and the legitimate requirements of the academic staff;
 - 122.5. to preserve the KK property;
 - 122.6. upon completing or terminating studies, to fulfil the obligations to Kauno kolegija following the procedure established at Kauno kolegija.
- 123. The relations between the unclassified student and the higher education institution shall be formalised in an agreement following the procedure established at Kauno kolegija. The unclassified student shall not be a holder of the Lithuanian Student Identity Card.
- 124. The unclassified student shall have the right:
 - 124.1. to choose the lecturer in case the same course / module is taught by several academics;
 - 124.2. during studies to use lecture rooms, the Library and Centre of Scientific Communication, laboratories, other study facilities and equipment following the procedure established at Kauno kolegija;
 - 124.3. to freely express their ideas and views on all scientific, social, and cultural issues, insofar as this does not contradict the laws of the Republic of Lithuania and KK regulatory acts;
 - 124.4. to assess the quality of teaching and provision of the course / module studied;
 - 124.5. to address the KK administration regarding violation of personal interests.
- 125. The obligations of the unclassified student:
 - 125.1. to fulfil the requirements of the study plan, as defined in the Study Agreement;
 - 125.2. to fulfil the requirements of the Agreement between Kauno kolegija and the unclassified student;
 - 125.3. to follow the provisions of *the Code of Academic Ethics, the Law on Higher Education*

and Research of the Republic of Lithuania, the *KK Statute*, the *Study Procedure*, and other legal acts regulating studies at Kauno kolegija;

125.4. to preserve the KK property.

CHAPTER XII

INCENTIVES AND PENALTIES FOR STUDENTS

126. The student may receive incentives for high learning achievements, outstanding results in the spheres of research, sports, culture and arts; active academic and social performance; promoting the name of KK, etc.

127. Forms of incentives:

127.1. a Certificate of Appreciation;

127.2. an incentive scholarship;

127.3. opportunities for disseminating outstanding results outside Kauno kolegija.

128. Penalties may be imposed for failure to comply with student's obligations, which include:

128.1. a remark;

128.2. a reprimand;

128.3. expulsion from KK.

129. The documents about incentives and penalties shall be stored in students' personal files.

CHAPTER XIII

FINAL PROVISIONS

130. The *Study Procedure* shall be approved, amended and recognised as having lost its validity by the resolution of the Academic Council.

131. On the proposition of the Director, in unforeseen and special cases, the Academic Council shall have the power to decide on exceptions to this *Study Procedure*.

132. The *Study Procedure* shall enter into force upon its approval by the resolution of the Academic Council. The *Study Procedure* shall be announced no later than within 2 working days on the KK internal information system.

133. The Study Administration Unit and the Study Development Unit are responsible for amending the *Study Procedure*, monitoring its implementation, ensuring it is updated in a timely manner, and making it publicly available.

**THE SCALE AND SCORES OF THE ASSESSMENT OF LEARNING
ACHIEVEMENTS AT KAUNO KOLEGIJA HIGHER EDUCATION INSTITUTION**

Threshold of achievement	Score* and short description of knowledge and abilities	The level of the achievement of course / module learning outcomes
Pass	10 (excellent) Excellent exceptional knowledge and abilities	All course / module learning outcomes achieved
	9 (very good) Solid good knowledge and abilities	At least 90 per cent of course / module learning outcomes achieved
	8 (good) Better than average knowledge and abilities	At least 80 per cent of course / module learning outcomes achieved
	7 (average) Average knowledge and abilities with minor errors	At least 70 per cent of course / module learning outcomes achieved
	6 (satisfactory) Lower than average knowledge and abilities (skills) with errors	At least 60 per cent of course / module learning outcomes achieved
	5 (sufficient) Knowledge and abilities (skills) meet minimal requirements	At least 50 per cent of course / module learning outcomes achieved
Fail	4 (insufficient) Minimal requirements are not met	Not more than 40 per cent of course / module learning outcomes achieved
	3 (insufficient) Minimal requirements are not met	Not more than 30 per cent of course / module learning outcomes achieved
	2 (insufficient) Minimal requirements are not met	Not more than 20 per cent of course / module learning outcomes achieved
	1 (insufficient) Minimal requirements are not met	Not more than 10 per cent of course / module learning outcomes achieved

* Final examinations / projects, internships and final theses / projects / applied projects are evaluated by scores.