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UTENA UNIVERSITY OF APPLIED SCIENCES

STUDY REGULATIONS

CHAPTER I

PURPOSE OF THE PROVISIONS

1. Utena University of Applied Sciences (hereinafter – the Utena UAS) Study Regulations (hereinafter – Regulations) is a document regulating the Utena UAS study system, admission procedure, and study organisation, the assessment system, rights, and duties of students and unclassified students, their responsibilities and relations with the Utena UAS.

CHAPTER II

KEY CONCEPTS

Academic Board –the governing body of the academic affairs of the Utena UAS.

Academic leave – temporary suspension of studies due to illness, under the recommendation of their doctor or the Commission of Consulting Doctors, or due to pregnancy and childbirth, child care, and also for personal reasons once during the period of studies, but for a period no longer than one study year without losing their student status and their right to continue state-funded studies after returning from academic leave if the student studied there prior to academic leave.

Academic debt is considered as a failed exam or other final settlement during the

assessment period (one year of study). If the study period of a module (subject) does not coincide with the assessment period, the study achievements of this module (subject) shall be included in the study achievement level of that assessment period in which the study achievements of this module (subject) are assessed.

Academic difference - the difference of a module (subject); the ratio of the part of the study programme completed during the previous studies and the study programme to which a person is admitted to continue the studies. The differences of modules (subjects) are not considered as academic debts.

Appeal - a written and reasoned application of the student addressed to the Dean to reconsider his/her final assessment of the studied subject (module).

Final thesis– the student's independent research or project work dealing with a relevant topic, demonstrating the student's ability to systematize the acquired theoretical knowledge, apply it in practical situations, apply research skills to specific circumstances, reveal the student's achieved study results and/or level of professional competencies.

Final examination– a form of assessment of the study results to determine the level of the study results achieved and/or the professional competencies acquired, based on which the professional Bachelor's qualification degree is awarded.

Part-time studies– the learning of the student in accordance with the part of the study programme, providing knowledge and skills which are evaluated and confirmed by certification issued by the Utena UAS.

Module (subject) description – the document indicating the name of the module (subject); the number of credits and hours (indicating the amount of contact and independent hours); the objectives; the connection between the results of the study programme, the results of the study module (subject), the methods of the study and assessment; the assessment criteria; the content of the study module (subject); the main and additional literature; the teacher teaching the study module (subject).

Assessment system of the module (subject) study results– the description of the module (subject) describes the assessment of study achievements which includes the assessment criteria, the information on proof of study achievements, the methods, forms, and time of assessment of study achievements, the cumulative score of the final assessment of the module (subject) study achievements.

Examination– a form of assessment of the study results. The final assessment of the student's knowledge of the whole or part of the module (subject) provided in the study programme.

Individual study schedule– a specific module (subject) assessment schedule arranged in advance with the reasoned student's request: the examination session is extended or taking the

examination and/or defending the project work.

Individual study plan– an individual plan, arranged with the reasoned student's request, which sets out the layout of the modules (subjects) and assessments during the semester.

Individual study programme – a list of required and selected subjects, compiled according to the study programme for 1-2 years or a semester.

Joint study programme– a study programme jointly prepared and implemented by two or more institutions of higher education (hereinafter – the higher education partners), the main elements of which are the unity of the study programme curriculum and learning outcomes of the parts of the study programme, physical and virtual student and teacher mobility and partnership-based administration of the study programme.

Joint qualification degree– joint professional Bachelor's, Bachelor's or Master's qualification degree granted having completed a joined study programme.

Contact hours – contact working time of the student or unclassified student - the time of the student's or unclassified student's studies taking place in the presence of the teacher (lectures, seminars, laboratory works, exercises, consultations, etc.). Contact time can be organized remotely as well.

Contact work – teacher-guided studies in the Utena UAS: lectures, seminars, practicum, laboratory work, exercises, internship.

Unclassified student – a student within a higher education institution by way of informal adult education programmes or separate study modules (subjects).

Qualification exam – the form of the final assessment of study results designed to determine the level of special professional skills acquired by the student and to grant the professional qualification necessary for the performance of the appropriate professional activity.

Qualification (professional Bachelor's, Bachelor's, Master's) degree may be granted to a person who has completed a respective study programme and achieved study results provided in the programme. On completion of the joint programme, a joint qualification may be granted. Qualification degree shall be confirmed by a diploma (in the case of a joint study programme by joint diploma) and a Diploma Supplement. A qualification can be granted together with a qualification degree, if the Utena UAS has the approval of the institution whose competence is assigned to regulate the qualification.

Normative cost of study – an amount indicating the maximum amount of funds that may be allocated from the State budget for a year to cover the state-funded place cost fixed by the Utena UAS

Distance studies – studies which are conducted via information and communication technology (ICT) tools by the requirements of the description of the Utena UAS study programmes.

The studied subjects (modules) are prepared and adapted for distance studies in accordance with the *Description of the Utena UAS distance studies organization procedure*. All forms of studies (full-time, part-time) can be organized remotely.

Internship – a part of the study process conducted in the institution of practice, where the intern student consolidates, develops and improves knowledge, competencies, and abilities in practical professional activities.

Problem-based teaching – a method of teaching based on creative thinking, theoretical and practical problem-solving and teaching when the understanding of the problem and its solution is the result of the work.

Professional Bachelor Diploma – a diploma of higher education granted to the student who has completed college studies and acquired a professional Bachelor's degree or a professional Bachelor's degree and qualification.

Supplement of the Professional Bachelor Diploma – a document which complies with the model of the European Commission, European Council and UNESCO-CEPES, and supplements the diploma of professional bachelor with the data necessary for international academic and professional recognition, and describes the essence and curriculum of the completed studies, national higher education system, and that is issued together with the diploma in Lithuanian and English.

Independent work of the student includes the preparation for seminars, exercises and laboratory work, study of literature; the preparation of independent works, course papers and final thesis; preparation of internship reports, and research work; the participation in applied research, as well as the preparation for examinations, and other methods of knowledge, comprehension and skills testing.

Study module – a multiple unit of a certain number of study credits that has a common purpose and intended learning outcomes.

Cost of study – the annual cost of the studies in the appropriate study programme determined and approved by the Academic Board.

Study credit – a unit of a study course volume by which the average student's work time required to achieve the study results are measured.

Field of studies – an academic, professional and research field, united by a common concept, study results and ways of achieving it (teaching, studying, assessing).

Study note – the document containing study results, issued to the person.

Study certificate – a document granted to a person who has completed study modules for achieving other qualifications, or training corresponding to the fifth level of the Lithuanian Qualifications Framework.

Study programme – the totality of implementation of the study field/s in the Utena UAS and its description providing the intended learning outcomes and the curriculum of studies, learning

activities, methods, tools, and human and other resources necessary to achieve those outcomes. Study programmes can be interdisciplinary: designed to achieve the combined study results of two or more fields.

Study results – the knowledge, understanding, abilities and attitudes of the student after completing the study module (subject) and/or the entire study programme.

Assessment of study results – the part of the study process contributing to the specific study programme objective to acquire professional competencies in the appropriate fields of activity through the realization of a module (subject) and programmes of the practice and the preparation of/for final works/projects/examinations.

Study contract – the agreement between the Utena UAS and a student to be admitted, establishing the rights, duties and responsibilities of the Utena UAS and its students; student status; study, financial and other conditions; procedure for resolving disputes regarding violations of the parties' interests; the procedure for amending and terminating the contract.

Study-related activities – the publication of the admission to study, the consultations on studies, the conclusion of study contracts and other activities necessary to carry out and (or) organize the studies, as well as issuing the documents confirming the higher education qualifications.

Specialization (branch) – a targeted group of subjects in the special (professional) part of the study programme, reflecting the specific nature of the specialist's activities.

Other concepts used in these Regulations correspond to the concepts defined in the Law on Higher Education and Research of the Republic of Lithuania, Education Law of the Republic of Lithuania, and other legal acts.

CHAPTER III

ADMISSION TO THE UTENA UAS

2. The persons who have passed at least one State level Matura examination and have at least a secondary education may compete for admission to the studies of the first-cycle, considering their studying results and entrance exams, and other criteria established by the Utena UAS. The admission of these persons to the Utena UAS may be carried out before the beginning of the studies by the appropriate study programme. The list of competition subjects according to the study fields, distinguishing the main subject, is determined each year by the Utena UAS and published no later than 2 years before the 1st of September of the respective study year in coordination with the Ministry of Education, Science and Sports. Exceptions are provided in Article 59, part 1, clauses 1-3 of the Law on Higher Education and Research. The principles and other criteria for compiling the competition score shall be published by the Utena UAS before the 1st December of each year, at least 6 months before the

beginning of admission to the Utena UAS. The Utena UAS shall publish the minimum competition entry score no later than the 1st of June each year.

3. The Utena UAS admit students, whose studies are funded by the state or who are granted a study scholarship (hereinafter – state-funded students) and students, whose studies are not funded by the state (hereinafter – state-non-funded students). The contracts for studies shall be signed with all the admitted students.

4. The total number of admissions, according to study fields and/or groups of study fields and study levels, is determined by the Utena UAS, in consideration of the possibility of assuring the quality of the studies.

The minimum number of study programme places at the Utena UAS, according to the study fields and/or groups and cycles of study fields, is determined by the Minister of Education, Science and Sports after evaluating the proposals of the Utena UAS.

5. Only a person whose study results are not lower than the minimum indicators approved by the Minister of Education, Science and Sports, which are determined considering the necessary readiness of a person to study at the Utena UAS, may apply for the first-cycle study of the Utena UAS. These indicators are approved after evaluating the proposals of the Rectors' Conference of Lithuanian University Colleges and are published no later than 2 years before the 1st of September of the respective year.

6. The state-non-funded students pay the cost of their studies approved by the Academic Board. The payment procedure is defined by the *Study contract* and the *Procedure of paying*.

7. The tuition fee for the current semester may be adjusted proportionally by the Director's order issued under the Faculty Dean's provision for the students who have the credits and results of the current semester subjects corresponding to the study programme parts according to the *Procedure of academic recognition and acceptance of the learning outcomes of partial studies*.

8. Admission to the Utena UAS is either general or direct. General admission to state-funded and state-non-funded places is carried out by the procedures established by *The Lithuanian Association of Higher Education Institutions for Organizing General Admission* (LAMA BPO). Direct admission to state-non-funded places is carried out by the procedures and terms established by the Utena UAS.

9. Those who have acquired education in foreign institutions may be accepted to state-funded places by means of competition or apply for scholarships at the Utena UAS, if they are:

9.1. citizens of the Republic of Lithuania, other member states of the European Union, or member states of the European Economic Space;

9.2. citizens, who have a permanent residence permit in the Republic of Lithuania, of

countries outside the European Union and the European Economic Space, or have no citizenship;

9.3. foreign Lithuanians, who have submitted a certificate from the Lithuanian community in the country from which they came, confirming their Lithuanian origin;

10. Member states of the European Union, member states of the European Economic Space, citizens of countries outside the European Union, and persons with no citizenship who do not meet the criteria specified in Clause 9 of these Regulations shall be admitted to the Utena UAS at their own expense unless otherwise provided by international agreements or other legal acts by the *description* of the admission procedure of member states of the European Union, member states of the European Economic Space, citizens of countries outside the European Union and persons with no citizenship.

11. Citizens of countries outside the European Union and persons with no citizenship admitted to the Utena UAS must obtain a temporary residence permit in the Republic of Lithuania or a residence permit of a citizen of a European Union member state in the Republic of Lithuania, or have a permanent residence permit in the Republic of Lithuania.

12. The admission to the Utena UAS shall be carried out by *Utena UAS' student admissions rules* approved by the decision of the Academic Board. The Admission Commission is composed to organize admission. The Document Acceptance Office and the Document Acceptance Point are established to carry out the process of admission. A person is considered admitted to the Utena UAS after signing a study contract. The Director's order is issued regarding the admission in accordance with the procedure in the *Utena UAS Statute*.

13. 13. The persons who have studied and, for various reasons, have not graduated from the Utena UAS, other higher education institution, or have graduated from the higher education institution or other types of study programmes and wish to continue the same type of studies or studies of another type are admitted to the higher course by Utena UAS's *Procedure of admission to a higher course*.

14. The admission during the study year shall be made on the basis of the Director's order issued under the provision of the head of the Study Department.

15. The unclassified students intending to study under non-formal adult education programmes or to study individual study modules (subjects) are admitted under the provision of the Faculty Dean by the order of the Director.

CHAPTER IV

THE SYSTEM OF STUDIES

16. The study system at the Utena UAS consists of:

16.1. the professional Bachelor's degree studies of the first-cycle;

16.2. part-time studies.

17. The Utena UAS certifies:

17.1. the results of part-time studies of students from the same or different type (university, college) higher education institutions;

17.2. the results of part-time studies according to another study programme of the Utena UAS;

17.3. the results of the part-time studies in a higher education institution of a foreign state if this higher education institution is recognized in accordance with the procedure established by the laws of that state;

18. The results of part-time studies at the Utena UAS are accepted in accordance with the *Procedure of academic recognition and acceptance of the learning outcomes of partial studies*.

19. The persons may apply to the Utena UAS for the assessment and recognition of competencies in higher education acquired through formal, non-formal and independent learning:

19.1. Recognition of formally acquired competencies for persons wishing to continue their studies at the Utena UAS shall be performed by the Utena UAS by the procedure established by the Minister of Education, Science and Sports.

19.2. The general principles for the assessment and recognition of non-formal and independent competencies related to higher education are approved by the Minister of Education, Science and Sport. The assessment and recognition of these competencies shall be carried out by the procedure established by the Utena UAS.

20. The Utena UAS provides studies of the first-cycle in full-time and part-time forms. The volume of studies is defined in study credits.

20.1. The typical total volume of full-time studies is 60 credits per academic year, but no less than 45 credits.

20.2. The volume of one year in the case of part-time study form may be less than 45 study credits, however, the total duration thereof shall not exceed the duration of full-time study form by more than one and a half times, when a norm of 60 study credits is applied to full-time studies.

21. The total volume of a study programme in the first cycle may correspond to 180, 210, or 240 (in cases defined in descriptions of study field/s) study credits.

22. Study programmes:

22.1. The studies in Utena UAS shall be carried out according to the college study programmes. Only accredited study programmes are conducted at the Utena UAS. The external evaluation and accreditation of study programmes is carried out by the procedure established by the Minister of Education, Science and Sports.

22.2. The study programme is implemented through modules (subjects). The module's

(subject's) studies are concluded by examination or self-prepared work (project), by assigning it to an excellent, typical or threshold level of study achievement according to the Utena UAS approved and publicly published *Procedure for the evaluation of study results*.

22.3. The study programme regulates the duration of studies, study modules (subjects), study results of the module (subject), study methods, number of study credits, contact and independent work hours, assessment methods of student achievements, assessment system of the module (subject) study achievements (assessment strategy and assessment criteria), recommended literature, internship programmes, their documentation, specializations (branches), conditions for preparation and defence of the final thesis and/or passing the qualification or final examination, acquired professional competencies, study goals and other conditions.

22.4. Study programmes can be interdisciplinary: designed to achieve the results of studies in two or more fields.

22.5. The expected study results of the appropriate study programme shall be consistent with the study results established in descriptions of the study field/s for the appropriate cycle. The description of study cycles and study fields shall be approved by the Minister of Education, Science and Sport.

22.6. The Utena UAS can conduct joint college degree programmes with Lithuanian or foreign higher education institutions. Upon graduation from these programmes, a qualification/s or joint qualification degree/s is granted.

23. When implementing the study programme, the Utena UAS applies various teaching/learning methods: contact work (lectures, seminars, laboratory work, exercises, consultations), practice, independent work of the student, etc. Contact work may be carried out remotely as well.

CHAPTER V

THE STUDY PROCESS

24. The teaching language at the Utena UAS shall be Lithuanian. Other languages may be used for teaching in the following cases:

- 24.1. the intended learning outcomes are related to foreign language skills;
- 24.2. lectures and other academic activities are carried out by visiting teachers;
- 24.3. foreign students study at the Utena UAS according to a certain study programme;
- 24.4. studies are provided in joint study programmes organised together with foreign higher education institutions.

25. The academic year starts on the 1 September and ends on the 31 August according to the Study Calendar confirmed by the Director's order. An academic year in Utena UAS is divided into

semesters according to the Study Calendar confirmed by the Director's order. The academic year consist of two semesters: Autumn and Spring. The duration of semesters of modular study programmes may vary. As an exception, the sequence of study modules (subjects) in semesters can be changed by the order of the Faculty Dean.

26. Remote studies in the Autumn semester begin on October 1, and in the Spring semester on March 1. Remote studies are organized according to the *Description of distance studies organization procedure*.

27. The duration and time of semesters and holidays are indicated in a study schedule prepared by the Faculty Specialists for Studies and approved by the Deans of the Faculties. Students are granted at least 1 month of continuous vacation in the summer period.

28. A teacher shall present the students with the programme of a module (subject) during the first lecture of the course module (subject) and explains its curriculum, volume, study work forms, and requirements applicable to the assessment of learning outcomes within the module (subject) and during the final assessment, the structure of assessment of study results, assessment criteria and requirements, list of literature, introduces the main provisions of the *Academic Code of Ethics*.

29. Lectures, exercises, practices, and laboratory work are conducted according to the study timetables, which are prepared by the Faculty Specialists for Studies and approved by the Deans of Faculties. One week of studies shall equal to 40 hours work week.

30. Contact work shall be organized in groups or subgroups. The duration of contact work shall be measured in academic hours (45 min.). Contact work may not exceed 8 academic hours per day for students of full-time studies and no more than 12 academic hours per day for students of part-time studies. The minimum duration of the face-to-face work is at least 2 academic hours. Individual or group consultations are available.

31. One Saturday of each month can be devoted to student consultations and re-assessment.

32. The students of part-time studies attend the examination session according to the study timetable. Upon the request of the student, they are invited to the examination session by a form of the certificate-invitation issued by the administrator of the Department.

33. The students of full-time and part-time studies continuing their studies are registered according to the student list. The student list are updated each year of study.

34. For not attending without important reasons and not informing the Faculty Dean until October 1, students shall be removed from the student lists.

35. The students in the state-non-funded places continuing their studies after academic leave or after the suspension of studies shall submit their application to return from the academic leave

to the Faculty Dean no later than four weeks from the beginning of the semester. The students in the state-funded places continuing their studies after academic leave or after the suspension of studies shall submit their application to return from the academic leave to the Faculty Dean no later than four weeks from the beginning of the semester. The permission to continue studies shall be formalized by an order of the Dean, as provided for in Clause 83 of the Regulations.

36. The attendance of practical, laboratory works and tutorials, and the performance of internships is regulated by the study programme.

37. The study results at the Utena UAS shall be assessed by the *Procedure for the evaluation of study results approved by the Academic Board*. The assessment of the study results of a module (subject) is carried out during the whole semester and examination session. Written works (except final theses), which have been assessed, shall be kept for one-year period. The student has the right to account for a subject, module, defend practice, thesis, etc., remotely in accordance with the *Description of the distance studies organization procedure*.

38. The results of the study shall be evaluated by the teacher who taught the subject or the commission of specialists in the specific field, which shall include the teacher who taught the subject. If the teacher who taught the subject is unable to evaluate the results due to illness or other important reasons, based on the provision of the Head of the Department, the Faculty Dean shall appoint another teacher or form a commission of specialists in that field.

39. The examination session is held according to the timetable of the exams approved by the Faculty Dean. There must be an interval of at least 2 days between the exams.

40. The teacher has the right to ask a student to provide the identity confirming document upon arrival to take an exam, to defend an internship report or a self-prepared work (project). The results of the assessment shall be entered into the documents of the academic group, retaking, academic debts, individual assessment, and repetition of the subject.

41. The assessment of the internship shall be conducted by the defence, which is regulated by the internship description of the study programme. Internships are organized according to the programmes of internships and shall be undertaken at the time specified in the study timetable. As an exception, internships may be undertaken on other time.

42. The teacher of the subject personally takes the register and after grading submits it to the Faculty Specialist for Studies within 5 business days at the end of the exam, defence of internship report or self-prepared work. The Director of the Utena UAS, the Deputy director for studies and science, the Faculty Dean, the Head of the Department, and a member of the Academic Board may participate in the assessment of study results.

43. The final thesis is defended or/and the final or qualification examination is held in the Qualifying Committee according to the timetable approved by the Faculty Dean.

44. Final assessment of learning outcomes in a module (subject) may be a cumulative grade, calculated in accordance with the proportions established in the description of the module (subject) description according to the *Procedure for the evaluation of study results*.

45. The results of studies at the Utena UAS are measured at the level of study achievement and ten-point critical grading scale in accordance with the *Procedure for the evaluation of study results*.

46. The assessment in the registry shall be entered in numbers and words. If the student is absent in the examination or defence of the internship, the subjects are assessed according to the *Procedure of academic recognition and acceptance of the learning outcomes of partial studies*. If the student studies according to the individual timetable or repeats the subject, "absent" is entered into the registry.

47. The student who is unable to attend an examination session (or examination, project work, internship defence) for important reasons confirmed by the relevant document may submit a **request** to the Faculty Dean:

47.1. **to extend an examination session.** An examination session is extended by the order of the Faculty Dean for no more than one month, counting from the beginning of the new semester. A student must inform the Dean's office about the reason for non-attendance of the examination, project work or internship defence within 3 business days of the scheduled date for these assessments and submit documents justifying the absence by the deadline set by the Dean's Office.

47.2. **to allow the assessment according to the individual schedule.** An individual assessment schedule may be concluded, and an individual assessment sheet shall be issued for the student, indicating the exact dates of the examination, project work or internship defence, or the assessment deadline.

48. A student who does not agree with the procedure for organizing the examination and/or with the assessment of the examination has a right to submit a grounded written appeal to the Faculty Dean no later than within 2 business days following the publication of the final assessment of examination results.

49. At the end of the examination session, the timetable of retaking the examination, project work and/or internship defence are made by the Faculty Specialist for Studies, approved by the Deans and announced publicly. Retaking timetables shall specify the specific dates and deadlines. The administrator of the Department issues a retake sheet to the student. Students who need to re-defend a project work, internships, and retake exams are determined based on academic group study results summaries, which the Department of Study submits to the Faculty Dean before the start of the retake, provided for in the director's order.

50. Re-defending a project work, internship, and retaking an examination is allowed

during the intended period. Retake is possible twice: **the first time** – free of charge according to the retake schedule; **the second time** – at the request of the student, by the provision of the Faculty Dean under the permission of the Director, with a specific resignation date or deadlines, no later than August 31 of the current year (for final year students - until the defence of the final internship) the opportunity to defend the project work or internship, or to retake the examination is given by paying a fee for re-provided study services in accordance with the *Procedure of paying*.

51. The student acquires academic debt when during the assessment period (until 31 August of the current year), fails to pass the examination or other final assessment, i.e.:

51.1. has not prepared and/or defended the project work;

51.2. has failed to pass examinations after the end of the examination session;

51.3. has not participated in the final examination or the defence of the project work without important reasons;

51.4. has failed to complete and/or defend an internship report within the indicated period;

51.5. has not received permission formalized by order of the Faculty Dean to defend the final thesis or/and take the final or qualification examination.

52. The student who has failed to reimburse their academic debts before the deadlines:

52.1. may be expelled from the Utena UAS;

52.2. at the request of the student, by the Director's order issued under the Faculty Dean's provision, a student may **repeat no more than two failed subjects**, continuing studies at a higher course. Subject retake sheet is issued to the student at the Department. The student repeating the subjects cannot simultaneously study other subjects, which require knowledge and skills of the subjects being repeated.

The subject course can be repeated once, paying for the subject's credits. The students studying in state-non-funded study places, having received the permit to continue studies and to repeat the course of the relevant subjects, must also pay for credits being repeated.

52.3. at the request of the student, by the Director's order issued under the Faculty Dean's provision, the student may **repeat the studies at the same course in which the subjects were failed** by paying a fixed fee. The student who is repeating the course shall pay for the credits of the subjects being repeated and of the subjects resulting from differences in study programmes. The student repeating the course must study all the subjects of the study programme that have not been assessed, or assessment results have been negative. To repeat the course is allowed no more than twice during the entire period of studies. Studies are repeated no earlier than after one year.

52.4. cannot defend the final practice.

53. At the end of the term for retaking and reimbursement of academic debts, the sheets of a retake or academic debt are handed over to the Study Department by the administrator of the Department.

54. The student shall be expelled from the student list by the Director's order issued under the Faculty Dean's provision in the following cases:

54.1. at a student's request;

54.2. when the studies become impossible due to objective reasons (the court imposes a sentence of imprisonment; in case of illness, death, etc.);

54.3. when the student changes the institution of higher education;

54.4. after the graduation.

55. The student shall be expelled from the Utena UAS by the Director's order issued under the Faculty Dean's provision in the following cases:

55.1. not attending the studies before 1 October and not informing the Faculty Dean;

55.2. having more than 3 academic debts;

55.3. for failure to defend the final internship or final thesis having no important reasons; for failure to prepare or defend the final thesis in the Department or the Qualifying Committee; for failure to pass the final or qualification examination;

55.4. if the student fails to implement financial obligations assumed in respect of the Utena UAS (fails to pay tuition fees, payments for additional credits, etc. on time);

55.5. for not returning from the academic leave or after a suspension of studies;

55.6. for failure to meet other requirements in the study contract or study programme;

55.7. for violation of *The Academic Code of Ethics*;

55.8. for violation of the Utena UAS Statute or the *Legal acts regulating the rules of Utena UAS internal order*.

56. A decision regarding the expulsion of a student from the Utena UAS or the student list shall be made by the Director's order, including the reasons for the expulsion.

57. Following the request of the students who have been expelled from the list or the Utena UAS, the academic certificate may be issued on behalf of the Director. The determined fee shall be paid for issuing the certificate.

58. The student has the right to address the administration and Dispute Resolution Commission within five days of the expulsion from the Utena UAS.

59. The students may study at foreign or Lithuanian higher education institutions according to academic exchange programmes, having coordinated the study content with the Faculty Dean and the Department. The procedure for exchange shall be established by the Director's order.

60. The student who returns from a foreign or other Lithuanian higher education institution shall submit documents proving the study results. The study results are recognised and accepted in accordance with the *Procedure of academic recognition and acceptance of the learning outcomes of partial studies*.

61. The results of studies at the Utena UAS may be recognised and accepted for persons who have graduated, studied, or are studying in higher education institutions of the Republic of Lithuania or other countries according to higher education study programmes and who wish to continue studies of the same type or studies of another type of study programmes at the Utena UAS. The study results are recognised and accepted in accordance with the *Procedure of academic recognition and acceptance of the learning outcomes of partial studies*.

62. The students from other institutions of higher education who have studied the study programmes of the same group of study fields may transfer to the Utena UAS during the study year, having submitted a certificate indicating all the passed subjects in accordance with the *Procedure of academic recognition and acceptance of the learning outcomes of partial studies*.

63. Those study program modules (subjects) whose amount of acquired credits corresponds to the Utena UAS' study programmes are recognised and accepted. Admission is granted to the course/semester in which no more than three program subject discrepancies remain. To exclude these differences in the programme or to acquire the missing competencies, a deadline, no longer than until the end of the current semester, is set at the proposal of the Faculty Dean and the order of the Director of the Utena UAS.

CHAPTER VI

ACADEMIC GROUP, SUBGROUP, GROUP STREAM

64. The academic groups of first-year students are formed by the order of the Faculty Dean.

65. The academic group is divided into subgroups when a special workplace and (or) special technologies are required to perform the practical work of the studied module (subject).

66. The academic group is divided into subgroups by the order of the Faculty Dean.

67. Joint groups of students from both faculties of the Utena UAS may be formed to study elective and general subjects.

68. When a study module (subject) is taught to several academic groups, its theoretical lectures can be combined into academic streams.

CHAPTER VII
STUDY ACCOUNTING DOCUMENTS

69. The study accounting documents are the examination register (examination protocol), retake sheet, academic debt sheet, individual assessment sheet, subject repetition sheet, card of recognition and acceptance of study results.

70. Each student at the Utena UAS is assigned an identification number (ID is given to the student in the Student academic database), which is entered in all student documents, registers, retake sheet, academic debt sheet, individual assessment sheet, subject repetition sheet, card of recognition and acceptance of study results, student's personal file.

71. Study accounting documents shall be filled during examination sessions and other time of assessment of study results. Study accounting documents are filled by the teacher assessing the study results.

72. All assessments are entered in the register, individual assessment sheets, subject repetition sheets, retake sheets, and academic debt sheets. The assessment shall be entered in numbers (mark) and words (mark's equivalent in words shall be entered into the brackets).

73. The entrances of study documents are valid if they are clear, without corrections, and certified by the signature of the teacher or the chairman of the assessment committee.

74. A personal file is formed for each student at the Utena UAS at the time of their admission. It contains the application for admission, copies of the school graduation diploma or diploma of another school, copies of the order on admission to the Utena UAS, and copies of other documents submitted to the Document Acceptance Office. After the admission of students, personal files are transferred to the faculties.

75. During the study process, copies of all documents related to the student (the Director and the Faculty Dean's orders, applications, copies of the diploma and its supplement, etc.) are stored.

76. When a student is expelled from the student list and the Utena UAS, the personal file is transferred to the Utena UAS archives. Copies of the former student's diploma and its supplement and other documents are stored in the personal file.

CHAPTER VIII

RIGHTS AND RESPONSIBILITIES OF THE STUDENT

77. Student have a right:

77.1. to study according to the selected study programme;

77.2. to study according to an individual study plan, individual study schedule, individual

study programme, remotely in accordance with the Regulations;

77.3. to study according to more than one study programme or other subjects in the Utena UAS or in another higher education institution;

77.4. to assess the quality of subject teaching and provision of studies;

77.5. to choose a teacher if several teachers are teaching the same subject;

77.6. to propose their own topics for the final thesis or to select from the topics offered;

77.7. to account for the works in alternative modes, if the student has a certain disability not permitting usual accounting and if the alternative mode guarantees the achievement of the intended learning outcomes;

77.8. to apply for free education in accordance with the procedure established by the Law on Higher Education and Research, other legal acts, the Utena UAS Statute, and the Academic Board;

77.9. to ask the faculty's administration to recognise and accept the academic achievements of the studies in Utena UAS, another Lithuanian or foreign higher education institution;

77.10. to refer to the administration of Utena UAS and the Dispute Resolution Commission regarding violations of rights;

77.11. to terminate and renew studies in accordance with the Utena UAS Statute;

77.12. to go on to academic leave due to illness, on the recommendation of a doctor or the Commission of Consulting Doctors, or due to pregnancy and birth of a child, childcare, and also for personal reasons once during the study period, but for a period no longer than one study year without losing their student status and their right to continue state-funded studies if the student studied there prior to academic leave;

77.13. to suspend studies for important personal reasons; one interruption may be possible no more than for one year and no more than 2 times during the entire period of studies, except parental leave;

77.14. to receive a study certificate indicating passed modules upon the written request of the student;

77.15. to express freely own attitudes and thoughts;

77.16. to participate in the management of the Utena UAS and other governing bodies to which student representatives are delegated in accordance with the Law on Higher Education and Research, the Utena UAS Statute, and other legal acts;

77.17. to elect and be elected for Student Representation, to join the clubs, organisations, and other associations;

77.18. to receive scholarships in accordance with the Law on Higher Education and Research, *Regulations for awarding scholarships*, and other legal acts;

77.19. to perform a voluntary practice or internship that is not a part of the study

programme;

77.20. to receive academic and social support, consultations on employment opportunities;

77.21. the student who has failed an examination or other final assessment has the right to retake the examination free of charge once, following the procedure established by the Utena UAS;

77.22. to exercise other rights established by the laws, Utena UAS Statute and other legal acts;

78. Student must:

78.1. fulfil the outcomes of the study programme description;

78.2. follow the orders of the Director, Faculty Dean, and Head of the Department;

78.3. to comply with Utena UAS Statute, the *Academic Code of Ethics*, Law on Higher Education and Research, other regulations and rules of the internal order of Utena UAS;

78.4. to comply with the legal requirements of the teachers of the Utena UAS, the decisions and instructions of the self-government institutions, the Director, and the Faculty Dean;

78.5. upon completion of the study, or due to the termination or suspension of the studies, expulsion from the Utena UAS, to settle all accounts with the library and other divisions of the Utena UAS.

79. Students may be imposed the following sanctions for not complying with their duties:

79.1. caution;

79.2. reprimand;

79.3. severe reprimand;

79.4. expulsion from the Utena UAS.

CHAPTER IX ACADEMIC MOBILITY

80. Academic mobility covers changes in the student's study programme, form and method, financing, interruption, termination, suspension, and renewal of studies.

81. The change of study programme:

81.1. A student in a state-funded place may change the study programme in the same group of study fields without changing the type of study programme at the Utena UAS no earlier than at the end of the first semester of the first year of studies;

81.2. a student **who is receiving a study scholarship** no earlier than finishing the first study year;

81.3. A student in a state-non-funded place may change their study programme **in the same or another group of study fields** no earlier than after the completion of the first semester of the first year of studies.

81.4. A student changing the programme at the Utena UAS must complete the semester with no negative results and submit a written application to the Faculty Dean no later than 10 days before the beginning of the new semester.

81.5. A student changing the programme must provide the following documents:

81.5.1. the application to the Faculty Dean allowing to change the study programme; the application must indicate the programme being studied and selected to change. The student of the Utena UAS who intends to change the study programme to the same faculty shall submit an application only to the Faculty Dean. The student must submit an application to the Faculty Dean of the other faculty if the student intends to change the study programme of the other faculty;

81.5.2. study certificate and subject descriptions. Students changing their study programme at the Utena UAS shall submit a study or archival certificate;

81.6. The relevant faculty of the Utena UAS shall inform the student (at the Utena UAS or another college) who is changing the study programme in a written form about the decision to accept or not accept the student, no later than within 5 business days from the date of the application;

81.7. The student who changes the study programme having received consent to study another study programme in another higher education institution shall inform the Dean's Office within 3 business days, indicating the reason for termination of studies, the change of the study programme when changing higher education institution.

81.8. The change of the study programme when changing the higher education institution is formalized by terminating the existing study contract and signing a new study contract. The change of the study programme when not changing the higher education institution is formalized by signing the amendment to the study contract;

81.9. The student who changes the study programme at another college is removed from the Utena UAS student list;

81.10. The change of the study programme is formalized in the following order:

81.10.1. changing another higher education institution by the Director's order: termination of the existing study contract and signing a new study contract;

81.10.2. without changing the higher education institution by the Director's order, by signing the amendment to the study contract, which is an integral part of the contract;

81.10.3. the admission of the student from another higher education institution is

formalized by the Director's order and by signing a study contract;

81.11. the results of partial studies of the student changing the programme, except for the final thesis (project), shall be recognised and accepted after having assessed their compliance with the formal (study cycle, type of programme, study form, qualification degree, etc.) and subject-related (expected study results, etc.) requirements of the desired study programme;

81.12. The term for elimination of the academic differences of the current semester, which have arisen due to the change of the study programme, is until the end of the current semester. For the credits of these subjects the student shall pay the fee set by the Utena UAS.

82. Changing the form and mode of studies:

82.1. it is possible to change the form of studies at the Utena UAS not earlier than after the completion of the first semester of the first year of studies;

82.2. if there are vacant places, students can change the study form of their programme (full-time to part-time and vice versa);

82.3. students may be transferred from one form of study to another within one month from the beginning of the semester, except for those studying in state-funded study places (these students may be transferred from one form of study to another no later than the beginning of a new semester);

82.4. the change of study form, after the student submits an application, is formalized at the request of the Faculty Dean by order of the Director upon payment of the Utena UAS fee for the elimination of module (subject) differences;

82.5. the change of the study form is formalized by the change of the study contract, which is an integral part of the study contract;

82.6. the student can change the study mode of the study programme or choose to study in more than one study mode (e.g., remotely). The study mode can be changed at the request of the student and formalized by the order of the Faculty Dean.

83. Academic leave, suspension, and renewal of studies:

83.1. **academic leave** shall be granted due to illness, on the recommendation of a doctor or the Commission of Consulting Doctors, or due to pregnancy and birth of a child, childcare, and also for personal reasons once during the period of studies, but for a period no longer than one study year without losing their student status and their right to continue state-funded studies if the student studied there prior to academic leave;

83.2. academic leave is allowed for not longer than one year and not more than twice during the entire study period, except for parental leave. Academic leave is formalized by the order of the Faculty Dean after the submission of the student's request and documents confirming the reason;

83.3. students are allowed to **suspend their studies** at their own initiative by the order of

the Faculty Dean. The student shall indicate the beginning of the studies to continue. One suspension may be possible no more than for one year and no more than 2 times during the entire period of studies, except parental leave. After the suspension of studies in a state-funded place, a student is transferred to a state-non-funded place. It is possible to return to continue studies only to a state-non-funded place;

83.4. the student who has suspended studies or is on academic leave shall remain on the list of the academic group in which he/she was before the suspension of studies or going on academic leave until the end of the academic year. The student who has suspended studies or is on academic leave shall not be transferred to a higher course;

83.5. while on academic leave, a student remains in the former course and is added to the list of the new academic group;

83.6. if the study programme has changed during the period of academic leave, the academic differences may be eliminated within one year from the renewal of studies (the student is not considered an academic debtor, and shall not pay a fee for the required credits);

83.7. if the study programme has changed during the period of suspension of studies, the academic differences may be eliminated within one year from the renewal of studies. A student pays a fee set by the Utena UAS for each academic difference;

83.8. At the student's request, the Head of the Department shall make an individual study plan, which is approved by the Faculty Dean. If the tuition fee for studies is changed according to the individual study plan, the study plan shall be approved by the Director's order.

84. Change in the funding of studies:

84.1. The state-funded place becomes available in the following cases:

84.1.1. after the expulsion of a student who has studied at a state-funded study place;

84.1.2. upon the termination of studies in the state-funded place at the student's initiative, except for the cases when a student studying in a state-funded place changes the study programme in the same group of study fields;

84.1.3. if a student studying in a state-funded place does not meet the criteria of successful studying (reaching only the threshold level of achievement), the student loses the state funding, except in cases when the place is not occupied by the students without state funding;

84.1.4. the student studying in a state-funded place has academic debts after the assessment period;

84.2. If the number of applicants for a state-funded place of study falls below the number of state-funded places, the first loss of a state-funded place shall be made by the student who has completed more subjects with lower achievement ratings during the assessment period;

84.3. State funding for studies remains for students who do not have negative assessments studying at state-funded places even though their level of achievement during the

assessment period is a threshold; if no students at state-non-funded places meet the criteria of good learning in the study course of the relevant study programme (field) and form of study;

84.4. The taking of a state-funded place **after student rotation**:

84.4.1. after the student rotation, the available state-funded place is filled by the student with the best study results in a state-non-funded study place of the same study field (study programme), course and study form, and the student meets the criteria of successful learning. The vacant state-funded study places shall be filled no later than September 1;

84.4.2. if the number of vacant places is lower than there are state-non-funded applicants who meet the criteria of successful learning, the priority is given to the students who, during the assessment period, received more module (subject) assessment results at the excellent level. In the absence of such students, priority is given to the students who, during the assessment period, received more module (subject) assessment results at the typical level;

84.4.3. if the levels of study achievements of state-non-funded applicants to vacant state-funded places are the same, or if the number of available places is lower than there are student applicants who meet the criteria of successful learning, the priority is given to the students who, during the assessment period, received more module (subject) assessment results at the excellent level (if such situation recurs, levels of study achievements of the previous semester are compared and if needed admission scores);

84.4.4. if there are more state-funded places available than there are state-non-funded applicants who meet the criteria of successful learning, the state-funded places remain not filled.

84.5. The occupation of state-funded study places which have arisen **not during the student rotation**:

84.5.1. for available state-funded places may apply state-non-funded students of the same study field, course, and study form (except for the students indicated in article 80, part 2 of the Law on Higher Education and Research). The vacant state-funded places shall be filled no later than February 20;

84.5.2. or available state-funded places may apply:

84.5.2.1. state-non-funded students who meet the criteria of successful learning in order of priority following the *Procedure for establishing a competitive queue for the students of the Utena UAS*;

84.5.2.2. state-non-funded students who have resumed or continued their studies and entered the student course of that year;

84.6. the student transferred to a state-funded place shall not have financial debts to the Utena UAS;

84.7. the tuition fee paid for the previous semesters is not refunded to the student

transferred to the state-funded place;

84.8. the student who loses a state-funded place has the opportunity to study in a state-non-funded place by paying the tuition fee set in the year of the student's admission by the Academic Board;

84.9. to take a state-non-funded study place or a state-funded place, a student shall confirm it by signing the consent in the Dean's Office;

84.10. the transfer of a student to a state-funded or state-non-funded place is formalised based on the Director's order issued under the Dean's provision. The amendment to the study contract is formalised by the Study Department.

CHAPTER X COMPLETING STUDIES

85. The study programme is completed with the assessment of student achievements by the final examination, final thesis, qualifying exam, and qualifying final thesis.

86. Advanced students who have fulfilled all the requirements of the study programme are allowed to take the final or qualification examinations and defend the final thesis by the resolution of the department meeting and the order of the Faculty Dean.

87. Excellent students are awarded the graduation diploma "with honour" (cum laude). The diploma "with honour" (cum laude) shall be issued to the student whose final assessments of all the subjects (modules) are not lower than "good," and the weighted mean is not lower than "very good", and whose final thesis and/or final examination was evaluated as "very good" or "excellent."

88. If the students cannot or could not take the final or qualification examination at the scheduled time or did not defend the final thesis because of important reasons, an additional meeting of the Qualifying Committee may be organized by the Director's order issued under the Dean's provision; or the final/qualification examination or the defence of the final thesis may be postponed until the next meeting of the Qualifying Committee or academic leave may be granted by the order of the Faculty Dean. The student shall notify the Faculty Dean about the reasons for absence in advance or on the same day of the examination or defence. The student must submit the request and documents proving the reason for the absence on the next business day.

89. Upon request, a student may be allowed to re-defend the final thesis or retake a final or qualification examination not earlier than one year and not later than three years after the termination of studies, by paying a fixed fee in accordance with the *Procedure of paying*. The student must submit a request to retake the final or qualification examination or re-defend the final thesis on behalf of the

Director no later than until the beginning of the final thesis preparation period, determined in the study schedule.

90. The students who have claims regarding the final or qualifying examination, and final thesis defence procedures, may submit an appeal on behalf of the Director within two business days from the announcement of the final/qualification examination or final thesis defence results.

91. A person who has implemented all requirements of a selected study programme shall be deemed to be a graduate of the Utena UAS. A student is provided documents confirming the completion of studies: a professional Bachelor's diploma and its supplement indicating all the studied modules (subjects), their volume in credits and assessments, the topic of the final thesis, the assessment of the final thesis and/or the final or qualification examination. A student is awarded a professional Bachelor's degree and a professional qualification based on the Director's order. The certificate of graduation shall be issued only after the student has fully settled finances with Utena UAS.

92. Upon the request of a student who has not completed his/her studies, a study certificate approved by the Director at the request of the Head of the Study Department is issued to the student.

93. A person who has damaged or lost a document proving education (diploma and/or its supplement) shall submit a request to the Director to issue a duplicate, indicating the name and year of issue of the document, or provide a damaged document. For the issue of a duplicate of the diploma and/or its supplement, the student shall pay a fee approved by the Director of the Utena UAS.

CHAPTER XI

FINAL PROVISIONS

94. These Regulations, amendments and additions shall be approved by the decision of the Utena UAS Academic Board.

95. The regulations shall enter into force on the date of the Academic Board decision.