

APPROVED
by Decision No 1SN-17
adopted by the Senate
of Mykolas Romeris
University on 27 January 2011

MYKOLAS ROMERIS UNIVERSITY STUDIES PROCEDURE

I. GENERAL PROVISIONS

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

II. ADMISSION OF STUDENTS AND ASSOCIATE STUDENTS

2. A student is a person who studies in a study programme or in doctoral studies at the University.

3. An associate student is a person who is taking a course of non-formal study programmes or studying individual subjects/their groups.

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

5. Student enrolment is organised by a Committee, which is formed under the order of the Rector.

6. Associate student enrolment is organised by the Admission and Diplomas Unit of the Academic Affairs Centre.

7. Admission to the first-cycle of studies requires at least a secondary or equivalent education.

8. To meet entry requirements for the second-cycle, the student must have been awarded a Bachelor's Degree, or equivalent, education. Persons with a professional Bachelor's Degree or equivalent education are admitted to the second-cycle of studies, after the completion of supplementary courses.

9. The prerequisite for the third cycle of studies is a Master's Degree, or equivalent, education.

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

11. Additional language knowledge requirements may be stipulated for enrolment to a joint study programme with a foreign higher education institution.

12. The procedure of students' and associate students' enrolment is established in the enrolment regulations approved by the University Senate.

13. Contracts, in the form approved by the Senate, are signed with the enrolled students and associate students, while students enrolled in full-time studies of the programmes of Law and Police Operations, Law and State Border Guard, and Police Operations and State Border Guard enter into trilateral agreements with the University and relevant institutions.

III. STUDY PROCEDURES

Study Cycles and Forms

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

15. The degree study cycles are as follows:

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

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

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

16. The forms of degree studies include:

16.1. Full-time studies; and

16.2. Part-time studies.

17. The education acquired after the completion of either study form of the same programme is equivalent.

Study Volume and Length

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

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

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

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

19.3. Before the review of financing (rotation), state-funded students must collect during the studies at least: 60 credits in full-time studies, 45 credits in part-time studies.

Amendment:

Senate of Mykolas Romeris University,

Resolution 29 June, 2012, No. ISN-63

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

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

20. The volume of studies of one field in the first-cycle is 210 credits. The volume of studies of two fields (major and minor studies) is 240 credits, and the volume of two equivalent field study programmes is 300 credits.

21. The volume of the second-cycle studies at the University is at least 90 but not exceeding 120 credits.

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

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

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

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

23.3. Where a person intending to study in the second-cycle, lacks more knowledge and skills than offered by the programme of bridge studies, such a person has to acquire the said knowledge and skills in the first-cycle of university studies.

24. The volume of non-degree studies is at least 30 but not exceeding 120 credits.

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

Study Programmes

26. University study programmes are approved by the Senate of the University and registered pursuant to the procedure prescribed by the law of the Republic of Lithuania.

27. A study programme is an entirety of content, methods, and material resources of a certain study field and of efforts of academic and professional staff engaged in the teaching process, including the description of the programme.

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

29. The University offers first-cycle, second-cycle, and non-degree awarding study programmes.

30. Study programmes comprise academic subjects. Academic subjects can be combined into modules.

30.1. An academic subject is a domain of the study content, which is distinctive from the point of view of scientific research or application. A usual volume of an academic subject is 6 credits.

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

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

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

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

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

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

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

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

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

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

35. The hours of a student's work on each academic subject are classified into contact and self-study hours.

35.1. Contact work means teacher-guided studies. They can include lectures, seminars, training exercises, laboratory work, knowledge checks, consultations, etc. Contact work can be remote, i.e. by electronic study tools.

35.1.1. Contact work in the first-cycle of studies must amount to at least 20 percent of the total study programme, including at least 10 percent of direct participation of the teachers and the students (non-remote contact work);

35.1.2. Contact work, in the second-cycle and non-degree studies, must amount to at least 10 percent of the total study programme, including at least 5 percent of direct participation of the teachers and the students (non-remote contact work).

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

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

37. During the accreditation of the first-cycle and second-cycle study programme, the University Senate may pass a resolution to change up to 20 percent and 30 percent, respectively, of the major academic subjects specified in the description of the programme. Changes are published on the website of the University.

38. Study programmes are developed by the Study Programme Development Working Group and updated by the Study Programme Committee, which is also in charge of their quality and implementation. The Chairperson of the Study Programme Committee is approved by the Senate upon recommendation of the Rector. The Study Programme Development Working Group, the Study Programme Committee is approved by the Faculty Dean/Institute Director; the Inter-Faculty Joint Working Group for Study Programme Development, the Study Programme Committee is approved by the Rector or his authorised person. The Study Programme Development Working Group, the Study Programme Committee must include social partners and representatives of the students.

Amendment:

*Senate of Mykolas Romeris University,
Resolution 18 February, 2011, No. ISN-19.*

First-cycle Study Programmes

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

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

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

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

40.1. at least 18 credits in general university subjects;

40.2. at least 180 credits in the subjects of the foundations of the study field and special subjects;

40.3. at least 12 credits in optional subjects;

40.4. Part of general University subjects and subjects of the study field (not less than 48 credits) must be made elective subjects.

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

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

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

43.1. 15 credits must be made of general university subjects;

43.2. 165 credits in the major field of study;

43.3. 60 credits in the minor field of study.

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

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

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

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

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

Second-cycle Study Programmes

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

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

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

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

Joint Study Programmes

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

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

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

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

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

Non-degree Awarding Study Programmes

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

Bridge Courses

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

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

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

Third-Cycle Studies

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

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

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

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

Continuing/Further Training

64. Continuing training is offered for those who want to improve their qualification, gain new qualifications or develop their professional skills. A certificate evidencing the acquired qualification is issued upon the completion of a continuing training programme.

IV. STUDY PROCESS

Study Format: General Provisions

65. The studies and the continuing training are planned, organised and put into practise by the faculties, institutes, departments, and centres of the University. At the University, studies and continuing education are coordinated by the Academic Affairs Centre. Third-cycle studies are administered and coordinated by the Research Centre.

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

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

66.2. subjects are taught by teachers from foreign higher education institutions;

66.3. studies are included into joint study programs or study programmes, which lead to a combined qualification degree, and a certain part of those programmes is taught in other countries or private higher education institutions in a language other than Lithuanian or as specified in paragraphs 66.1 and 66.2;

66.4. The studies are carried out according to the study programs, designed for foreign studies, or in the cases of exchange programs.

Amendment:

*Senate of Mykolas Romeris University,
Resolution 15 October, 2013, No. ISN-6.*

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

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

69. Study timetables are produced by persons appointed by the faculties/institutes.

70. Study timetables are approved, published, and revised by the Faculty Dean/Institute Director.

Academic Calendar

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

72. The academic year is divided into semesters and holidays. Typically, an academic year comprises two semesters: autumn and spring. If necessary, a summer semester can be scheduled.

73. The calendar duration of full-time study term is 20 weeks unless inter-institutional agreements provide otherwise.

Amendment:

*Senate of Mykolas Romeris University,
Resolution 15 October, 2013, No. ISN-6.*

74. Full-time studies include Christmas and Easter holidays and a break after the autumn end-of-semester exams. In the summer time, the students are granted at least one-month continuous leave.

75. The academic calendar is drawn up for an academic year and it is published on the University website at the beginning of the calendar year.

Students' and Associate Students' Study Plans

76. Studies of students and associate students are conducted in accordance with study plans. Annual study plans are made by the students and associate students pursuant to the study programme(s) and they are revised on a semester basis.

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

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

Enrolment Procedure

79. The enrolment constitutes a two-stage process:

79.1. Stage 1: main enrolment. At this stage, students shall make their study plans for the next academic year comprising compulsory and elective academic subjects and enrol for elective academic subjects. The main enrolment of full-time students takes place from 20 April to 1 May; main enrolment of part-time students – during the weeks of introductory lectures.

79.2. Stage 2: final enrolment. At this stage, students adjust their selections for that semester and confirm the pre-prepared study timetables. The final enrolment of full-time students for the autumn semester takes place from 1 June to 15 June; for the spring semester – from 15 December to 31 December.

79.3. Part-time students and associate students go through stage 2 in accordance with study timetables posted in the websites (intranet) of faculties.

Amendment:

*Senate of Mykolas Romeris University,
Resolution 30 June, 2014, No. ISN-50.*

80. The timetables for the autumn and spring semesters of a new academic year are delivered by June 15th and January 16th, respectively. A revised semester timetable is published at least one week before the beginning of the semester. Study timetables are published in June on the faculty/institute website.

81. Before students enrol in elective and optional subjects, they are allowed to hear a live or recorded introductory lecture in those subjects. The recorded lecture is available on the distance study server of the University. The Faculty Dean/Institute Director decides on the form of the introductory lecture.

82. The registration of first year students of full-time studies takes place within 15 calendar days from the beginning of the first semester. The registration of first year students of part-time studies for subjects of the autumn term study takes place during the weeks of introductory lectures.

Amendments:

*Senate of Mykolas Romeris University,
Resolution 15 October, 2013, No. ISN-6;
Resolution 30 June, 2014, No. ISN-50.*

83. Students who have failed to enrol for academic subjects may not attend lectures or seminars of those subjects or take part in any other contact work, sit knowledge cumulative checks and examinations, nor are they provided access to academic information resources of such subjects.

84. Students, who have failed to enrol for a minimum number of subjects per academic year required by Par 19, receive an e-mail notification. The studies of students, who fail to perform the

required enrolment procedures within 5 days of such notification, are automatically suspended and they may not be resumed before the next academic year.

85. The elective and optional subjects included in the study programme are taught when there are at least 15 enrolled students in the first-cycle studies and at least 10 in the second-cycle studies. In the absence of such a number of students, individual studies of those subjects can be offered in the manner prescribed by the Faculty.

86. The procedure of enrolment for partial studies is the same as with full-time and part-time studies, unless a simplified procedure is applied. Individuals enrolling for partial studies must have entered into a student or associate student agreement with the University.

87. On enrolment, the academic subject of the course paper can be picked from the list of course paper subjects provided in the study programme.

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

Distance Learning

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

89.1. Distance learning means a study method based on the use of modern information communication technologies, when teachers and students are separated by space and/or time.

89.2. Open distance learning means a system of partial studies where associate students of the University are admitted to study individual academic subjects and modules or improve their qualification in an e-learning environment. The studies of different subjects can be organised in groups. Alternatively, associate students can be offered individual studies.

89.3. E-learning environment means ICT and Internet based university study setting.

90. Distance learning is organised by faculties/institutes. Methodological and technical assistance for distance learning students and associate students, teachers and administration staff is provided by the E-studies Group of the Academic Affairs Centre.

91. All University students and associate students can use the teaching material of distance learning, related to their programme that is stored on University servers.

V. ASSESSMENT OF STUDY ACHIEVEMENTS

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

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

94. The examinations included in the study plans shall take place in the premises of the University during sessions. In individual cases, knowledge checks can be conducted after an academic subject or a module is delivered. Subject to a permission of the Faculty Dean/Institute Director, the assessment of study achievements may take place before the end of a semester. Distant examinations can also be conducted following the procedure for conducting distant electronic examinations.

Amendment:

*Senate of Mykolas Romeris University,
Resolution 7 June, 2013, No. ISN-57*

95. The timetables of the examinations and other knowledge checks are drafted and published at least two weeks before the end-of-semester examinations.

96. A scoring system shall be used to assess study achievements. A ten-point grading scale shall be used to assess the University's students. The lowest positive grade is 5 (five). For assessment of professional foreign language (English, French, German) proficiency, a criterial ten-point scale scheme shall be used, with an assessment point equivalent to the level of the Common European Framework of Reference for languages approved by the European Commission.

Amendment:

*Senate of Mykolas Romeris University,
Resolution 30 June, 2014, No. ISN-50.*

97. During the assessment of studies and study outcomes students or unclassified students must comply with the provisions of the Code of Ethics of the University. For violation of the principle of fair competition, cheating, plagiarism or any other form of academic dishonesty related to the assessment of study outcomes a student or unclassified student may be expelled from the University on the grounds of violation of academic ethics. When deciding whether a written paper constitutes plagiarism, no statutes of limitations shall apply.

97.1. A student's written paper shall be deemed plagiarism if:

97.1.1. A verbatim rewriting of another author's text without specifying the source or specifying it without putting the rewritten text in inverted commas, if such text constitutes more than half a page in the paper, i.e. 900 characters including spaces;

97.1.2. A written paper or parts thereof have been rewritten by paraphrasing the other author's text without specifying the source. A paraphrase of the other author's text without specifying the source shall be deemed plagiarism if such text constitutes more than one page in the paper, i.e. 1800 characters including spaces;

97.1.3. The text, tables or pictures included in the written paper include data without specifying their source (except where the data have been collected by the author of the paper);

97.1.4. The written paper had been submitted and defended in this or another scientific establishment in Lithuania or abroad.

97.2. With respect to continued papers the text should specify which of its parts have been taken from previous written papers of the same author. Without specifying the authorship of the continued paper, the student shall not be expelled from the University.

Amendment:

*Senate of Mykolas Romeris University,
Resolution 29 June, 2012, No. ISN-63;
Resolution 20 November, 2012, No. ISN-9;
Resolution 7 June, 2013, No. ISN-57*

97¹. In order to ensure academic integrity and transparency of assessment, the assessment of learning outcomes shall include an independent check-up of students' written tasks, external assessment of learning outcomes and monitoring of assessment of learning outcomes. If the need arises, audit of assessment of learning outcomes may be organised.

Amendment:

*Senate of Mykolas Romeris University,
Resolution 24 February, 2014, No. ISN-26*

98. Other principles and the procedure for the assessment of study outcomes are established in the Procedure for Assessing Study Achievements.

VI. ACADEMIC DEBTS

99. A failed examination or any other knowledge check, or a failure to attend the examination check by the deadline published in the study timetable, is attributed to an academic debt.

100. Having failed an examination (failed to receive a credit test or to pass a certification), a student or associate student is allowed to repeat it free of charge.

101. Following a second failure of the exam or any other knowledge check, a student or associate student is required to repeat the course of the failed subject and to pay for the credits of the subject. Having failed the knowledge check of the repeated academic subject, the student or associate student is given one opportunity to repeat it free of charge.

102. Where a student does not express a wish to repeat a subject after failing the second sitting, his/her name is deleted from the list of students.

103. Where, at the end of the semester a student or associate student of the programme of bridge studies has no more than three academic debts, this student or associate student is required to have passed the examinations by the end of the next semester. Where a student or associate student fails to re-pass as specified above, that student or associate student is required to repeat the study subject and pay for the credits of that subject. Where a student does not express a wish to repeat the subject, after failing the second sitting, his/her name is removed from the list of students.

104. If, upon completion of the semester, a student or an associated student has more than three academic debts, he/she is expelled from the University for academic failure.

Amendment:

*Senate of Mykolas Romeris University,
Resolution 29 June, 2012, No. ISN-63*

105. If a student or unclassified student of additional studies fails to settle academic failures in time or the number of his failures exceeds three, his status may be changed to an unclassified student of the University upon his request. Having settled all academic failures as unclassified student such person may have his status restored as a student at the conditions established by the University.

Amendment:

*Senate of Mykolas Romeris University,
Resolution 24 February, 2014, No. ISN-26*

106. Associate students, taking bridge study programmes, can enrol on a chosen Master's study programme and proceed with their studies only after they have received positive marks in all the credits specified in the approved bridge study plans.

VII. ASSESSMENT OF NON-FORMAL STUDY ACHIEVEMENTS AND RECOGNITION OF COMPETENCES

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

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

109. The University can assess non-formal study achievements and recognise competences to:

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

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

110. The University recognises only those non-formal study achievements that can be justified by the applicant and proven to be included into study outcomes of a relevant study programme.

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

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

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

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

115. A decision on the assessment of non-formal study achievements of an applicant can be positive, partially positive, and negative.

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

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

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

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

VIII. ACADEMIC MOBILITY

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

Changes in Study Programme

117. A student or associate student can switch to another study programme in the same study field and the same type of study programme (university, college studies) at the same or a different higher education institution only upon the completion of the first semester of the first study year.

118. A student or associate student, who is willing to change the study programme is required to complete the semester successfully (without academic debts) and to apply in writing to the Faculty Dean/Institute Director or a unit of another higher education institution, which is in charge of study administration, at least 10 days before the start of a new study semester. The application for change of the study programme shall specify the present and desired programmes and it shall be accompanied by documents required to count the completed courses towards graduation requirements.

119. The unit, which is in charge of University study administration (the Faculty Dean/Institute Director) will inform the applicant of the result of the application, i.e. a favourable or

negative decision on the admission or transfer, within 5 business days after the application is lodged.

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

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

Changes in Study Form and Method

122. If there are places available, within four weeks from the beginning of a semester, successful students may be transferred to a different study form. Such transfer is subject to a tender procedure. The transfer of a student to a different study form is evidenced by the Order of the Dean/Institute Director.

123. A student, or associate student, may change the methods of the study programme or opt for using different study methods. An approval of the Faculty Dean/Institute Director is required.

124. An associate student on the programme of open distance or other partial studies is required to be awarded at least 36 credits in the chosen study programme to be enrolled on the first or second-cycle full-time or part-time non-state-funded studies. An application is lodged with the Faculty Dean/Institute Director for transfer to chosen study programme. The Faculty Dean/Institute Director decides on counting the completed academic subject/modules towards the requirements of the programme. The order on admission to the first and second-cycle studies is issued by the Rector of the University.

Changes in Study Financing Scheme

125. A student, whose first-cycle studies are funded by the state, after each year of studies, upon completion of the examinations is denied a state funding if the average score of the study outcomes for a respective period is by more than 20 percentage points lower than the average of the study outcomes of the students of a respective study programme and form of the same course for a respective period. A student, who is denied a state funding, must pay the tuition fee fixed by the University, and a state-funded place that he had held will be taken by a student with best learning outcomes in a place not funded by the state.

Amendment:

*Senate of Mykolas Romeris University,
Resolution 29 June, 2012, No. ISN-63*

125.1. To compare the outcomes of a state-funded student and outcomes of the course studies, first is calculated the weighted average of study outcomes of each study semester and then the total average of the study outcomes of one study year is derived. If a state-funded student has an academic debt(s) at the time of comparing the study outcomes, it is considered that the assessment of that subject for which a student has an academic debt is equal to zero. The average of the study outcomes of the state-funded student calculated in this way is included when deriving the total average of the relevant study programme and form of the same course.

Amendments:

*Senate of Mykolas Romeris University,
Resolution 30 June, 2011, No. ISN-43,
Resolution 29 June, 2012, No. ISN-63*

125.2. The weighted average of a study semester is calculated as a sum of products of scores of each subject study outcomes and the number of credits of a relevant subject in the semester, divided by a sum of credits in subjects, which are assessed in grades:

$$SV = \frac{V_1 \times k_1 + V_2 \times k_2 + \dots + V_n \times k_n}{k_1 + k_2 + \dots + k_n}$$

where: SV – weighted average, $V_1, V_2 \dots V_n$ – assessment of study outcomes (in grades), $k_1, k_2 \dots k_n$ – number of subject credits. In the calculations of the weighted average, academic debts equal to 0, but the credits are summed up nevertheless. When calculating a student's weighted average for the study semester, the academic debt passed until the comparison of the study outcomes is multiplied by the coefficient – 0.5, and the assessment of the study subject passed by the student is included while deriving the overall average of the relevant study programme and form of that same year.

Amendment:

*Senate of Mykolas Romeris University,
Resolution 30 June, 2011, No. ISN-43.*

125.3. If a study period of the student in a state-funded place doesn't coincide with the period of the study programme (due to inclusion of the outcomes of partial studies, academic leave or any other reason), weighted average of study outcomes of the student's factual studies of one year in a state-funded place is compared to the weighted average of study outcomes of the course of one year of that programme.

Amendment:

*Senate of Mykolas Romeris University,
Resolution 29 June, 2012, No. ISN-63*

125.4. A student, who is denied state funding, is permitted to continue studies next semester in a non-state-funded place subject to the payment of a tuition fee established by the higher education institution in the year of the student's enrolment. Where the student agrees to take a non-state-funded place, the existing study agreement is amended to this effect.

125.5. Where a student is denied state funding, the vacant state-funded study place is taken by a student with the best achievements in a non-state-funded place in the same study programme, form, and year, which is used for the comparison of achievements, except the case specified in Par 125.6.

125.6. If the outcomes of the partial studies are counted towards the requirements of the programme and consequently the student is placed with the students, who have been admitted before the effective date of the Law on Science and Studies of the Republic of Lithuania, in the event that such student is denied state financing, the vacant state-financed study place is taken by a student with the best achievements in a non-state-funded place in the year of studies, in which the former student had been granted state financing.

126. Where a state-funded student is expelled from the University or discontinues studies, except where the student switches to another study programme in the same study field, a student in the same study programme of the same year, except students specified in Article 72 of the Law on Science and Studies of the Republic of Lithuania, is transferred from a non-state-funded place to the vacated state-funded place. In this case, a tender procedure shall apply.

127. A review of the first-cycle of funding is conducted within two weeks from the end of a semester.

128. Where there are two or more candidates, who have the same weighted average of grades, applying to a vacant state-financed place, state-funding is granted to the student, whose weighted average in the preceding semester was higher. If the weighted averages are the same again, the comparison of weighted averages goes back to semesters, which are still older. In the event that the weighted averages in all previous semesters are the same, the entrance grade is taken into account.

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

Termination, Deferment, and Recommencement of Studies

130. Studies are terminated and a student, an associated student is removed from the list of students, associated students:

130.1. at the student's, the associated student's request;

130.2. upon failure to recommence the studies after an academic leave;

130.3. upon failure to recommence the studies after their termination;

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

130.5. upon expiry of the associate student's agreement;

130.6. upon death of the student.

Amendment:

Senate of Mykolas Romeris University,

Resolution 30 June, 2014, No. ISN-50

131. A student or an associated student may be expelled from the University:

131.1. due to academic failure;

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

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

131.4. for violations of academic ethics as laid down in the University Code of Ethics;

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

131.6. for not defending or failure to defend a final paper;

131.7. when revealing that false documents were submitted during admission;

131.8. when revealing that the qualification acquired abroad is not equivalent to secondary education, supported by the certificate of secondary education, or a bachelor's degree awarded in the Republic of Lithuania;

131.9. if the student has had academic debts before the Rector's order to allow the defence of the thesis or taking the final exam.

Amendments:

Senate of Mykolas Romeris University,

Resolution 16 March, 2012, No. ISN-29,

Resolution 29 June, 2012, No. ISN-63,

Resolution 30 June, 2014, No. ISN-50

132. Students are removed from the list of students and expelled from the University under the Order of the Rector of the University. The order shall specify the reasons for the removal from the list or expulsion.

133. If there are places available, students or associated students, who have been removed from the list of students or expelled from the University (except for academic failures or serious violations of academic ethics) can only recommence their studies in the capacity of fee-paying students or associated students. Students expelled from the University for failure to take or pass a final exam or for not defending or failure to defend a final paper can only retake the final exam or defend the final paper after payment of the fee specified by the University.

Amendment:

Senate of Mykolas Romeris University,

Resolution 16 March, 2012, No. ISN-29.

134. Students or associated students, who have been expelled from the University due to under-achievement or for violations of academic ethics, can re-enter the University according to a general procedure. Students or associated students, who have been expelled from the University without the right to enter the University according to a general procedure for the period from one year to three years, may re-enter the University according to a general procedure after the period set for expulsion has ended.

Amendment:

*Senate of Mykolas Romeris University,
Resolution 29 June, 2012, No. ISN-63*

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

136. Students who have completed the Bachelor's or Master's study programme but have not sit or have failed final examinations, have not defended or have failed to defend a final Master's Thesis can also suspend their studies, however only before the Rector issues an order on the permission to sit final examinations, defend a final thesis or expel students who have failed their final examinations or final papers.

136.1. The duration of suspension of studies shall not be longer than one year. In the application to suspend studies students should specify the estimated date of recommencement of studies. If at the end of the suspended period of studies the student submits the documents proving objective reasons for continuation of suspension of studies, such period may be extended. Students who do not continue their studies after the period of suspension and those who have resit the examination but failed it as well as those who have defended the final paper but fail it shall be expelled from the University.

136.2. Students who have not sit examinations or have not defended their final papers shall be subject to the same study funding rules during the period of suspension of studies. Students who have failed final examinations or have not defended their final works shall pay a fee established by the University Council for a repeated final examination or defence of a final paper.

136.3. If the terms and conditions of the studies (volume, content or fees) have changed during the period of suspension of studies, the student who recommences the studies shall enter into a new agreement of studies.

*Senate of Mykolas Romeris University,
Resolution 7 June, 2013, No. ISN-57*

137. Students can seek to be granted an academic leave of absence (due to illness, child care or other objective reasons). The academic leave of absence may not exceed one year. At the end of the academic leave of absence it can be extended if the student submits documents evidencing that there are objective reasons for doing so. Where any changes (in the volume or content of the study programme or tuition fee) are introduced during the academic leave of absence, the student who is going to recommence the studies is required to enter into a new agreement. An Order of the Faculty Dean/Institute Director is issued to document the academic leave of absence for students and an Order of the Rector is required for doctoral students.

Partial Studies

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

139. To promote the internationalization of education, successful students, i.e. those who have no academic debts, can be offered partial studies at the higher education institutions of Lithuania or other countries. Such arrangements are based on international, interdepartmental, inter-university and other types of cooperation agreements or student exchange programmes, pursuant to the terms and conditions prescribed in the cooperation agreements or student exchange programmes. Furthermore, students can independently choose a recognised higher education institution for their partial studies in the capacity of free movers. Moreover, students from foreign recognised higher education institutions can do a portion of their study programmes at the University, under student exchange programmes, cooperation agreements or in the capacity of free movers.

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

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

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

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

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

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

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

IX. COMPLETION OF STUDIES

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

148. The first and second-cycle final year students defend final papers and take final exams, if prescribed by regulatory legislation. The procedure of conducting final examinations,

coordinating the preparation and defence of final papers, and other relevant terms and conditions are prescribed in the Procedure for Assessing Study Outcomes.

Amendment:

*Senate of Mykolas Romeris University,
Resolution 16 March, 2012, No. ISN-29.*

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

Amendment:

*Senate of Mykolas Romeris University,
Resolution 18 February, 2011, No. ISN-19.*

150. Qualifications commissions for the defence of final theses shall be set up according to study fields (area). Taking into account the number of students, several commissions of the same study field (area) may be set up. The Faculty Dean shall submit a draft order of the Rector on approval of the qualifications commission(s) for final examinations, for the defence of final thesis and the qualifications commission for award of the bachelor's or master's degree. Members of the commission may be teachers of the University and other higher schools, scientific workers of scientific establishments, and social partners. Non-University employees shall constitute at least 30 percent of members of the commission. The minimum number of members attending the meeting of the commission shall be 3.

Amendments:

*Senate of Mykolas Romeris University,
Resolution 7 June, 2013, No. ISN-57,
Resolution 30 June, 2014, No. ISN-50*

151. The proceedings of the meetings of the Qualification Committees are recorded in the minutes. The minutes and statements of the Qualification Committees for Final Examinations or the Defence of Final Theses are signed by the chair and members of the Committee; the minutes of the Qualification Committee for Award of the Qualification Bachelor's or Master's Degrees are signed by the chair and the secretary of the Committee.

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

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

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

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

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

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

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

Amendment:

*Senate of Mykolas Romeris University,
Resolution 18 February, 2011, No. ISN-19.*

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

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

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

X. PROVISIONS ON STUDY QUALITY ASSURANCE

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

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

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

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

159.3. *Assessment of academic outcomes.* The study outcomes of students and associate students are assessed using criteria, methods, and procedures established in a publicly announced policy.

159.4. *Assurance of the teachers' competence and efficiency.* The University assures that the teaching staff for the students and associate students are qualified and competent to do so.

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

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

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

160. Specific indicators of the study quality are established in the regulations and enactments of the University.

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