



## SENATE OF MYKOLAS ROMERIS UNIVERSITY

### RESOLUTION REGARDING APPROVAL OF THE PROCEDURE OF STUDIES AT MYKOLAS ROMERIS UNIVERSITY

27 January 2011, No. 1SN-17  
Vilnius

According to Clause 32.2 of the Statute of Mykolas Romeris University (Official Gazette, 2009, No. 90-3838) the Senate of Mykolas Romeris University hereby adopts the following r e s o l u t i o n:

1. To approve the Procedure of Studies at Mykolas Romeris University (enclosed).

2. To establish that:

2.1. Provisions of Clauses 19, 20, 30.1, 34, 40, 125 - 129, 135, and 136 of this Procedure are not applicable to persons admitted to the University before coming into force of the Republic of Lithuania Law on Higher Education and Research (Official Gazette, 2009, No. 54-2140). Persons admitted before coming into force of the above law are subject to provisions of Clauses 37 – 48, 51 – 53, 170 – 174, and 179 (except for the provision regarding academic debts) of the Procedure of Studies at Mykolas Romeris University approved by Resolution No. 1SN-13 of the Senate of Mykolas Romeris University adopted on 7 October 2008.

2.2. To students who pay for the studies themselves provisions of Clauses 101 – 105 of this Procedure will be applicable as of 1 September 2011. Until 1 September 2011, these students are subject to provisions of Clause 98 of the Procedure of Studies at Mykolas Romeris University approved by Resolution No. 1SN-13 adopted on 7 October 2008.

2.3. Until approval of additional documents necessary for implementation of provisions of this procedure, assessment of study achievements, preparation and defence of final works will be carried out in accordance with provisions of the Procedure of Studies at Mykolas Romeris University approved by Resolution No. 1SN-13 adopted on 7 October 2008.

2.4. Until 1 September 2011, the following definition of a study credit shall be used: “A study credit is a unit of measure for the volume of studies which is equal to 40 conventional student work hours (classroom, laboratory, independent work, etc.), i.e. which corresponds to one working week.”

*I hereby announce Resolution of the Senate of Mykolas Romeris University adopted.*

*RECTOR OF THE UNIVERSITY*

*PROF. ALVYDAS PUMPUTIS*

I hereby confirm that the present Resolution of the Senate of Mykolas Romeris University is authentic.

Chairman of the Senate

Prof. Vytautas Pakalniškis

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Drafted by Assoc. Prof. Giedrius Viliūnas

6072, 6075

## **MYKOLAS ROMERIS UNIVERSITY STUDIES PROCEDURE**

### **I. GENERAL PROVISIONS**

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

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

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

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

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

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

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

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

8. To meet the 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 studies after the completion of bridge courses.

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

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

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

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

13. Contracts in the form approved by the Senate are made with the enrolled students and associated students, while the students enrolled on the 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 the 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 the completion of the second-cycle studies at the University, students have comprehensive and systematic knowledge and understanding of the study field, which extend the knowledge acquired in the first-cycle; the students are able to use the context of scientific research and develop and implement their ideas in a creative way as well as to tackle problems in a new or unfamiliar multidisciplinary environment, to integrate their knowledge and solve complicated problems in the absence of complete or full 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 remits 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, the students are able to critically analyse, evaluate and organize new and challenging ideas, assume responsibility for intricate public and science development decisions, they are able to communicate with colleagues, broader scientific and professional community, and the general public on the subjects of their scientific experience, and through their own activities they contribute to 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 volume 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 are 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. 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 the studies may not be longer than by one and a half times of the usual duration of the full-time studies in the same programme.

19.3. Before the review of financing/rotation, state-funded students must have at least 120 credits.

19.4. Associated 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, depending on whether the second-cycle studies foreseen after these studies belong to the same or different study field/group of fields as the first-cycle studies completed before such studies.

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 group of study fields, the 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, the 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 associated 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 associated 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 associated students a 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 the instances when it is required by the law or specific features of the study field.

35. The hours of 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 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 and updated by the Study Programme Committee, which is also in charge of their quality and implementation. The Study Programme Committee is formed by the Faculty Dean/Institute Director and approved by the Faculty Council. The interfaculty/joint study programme committee is formed by the Rector or the Vice-Rector for studies, acting under the Rector's authorisation, and it is approved by the Senate. A Study Programme Committee must include social partners and representatives of the students.

### **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 the completion of the second-cycle study programme, the 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 the 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 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 qualification 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 Centre of Academic Affairs. Third-cycle studies are administered and coordinated by the Science 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. Studies are conducted under the programmes for studies in other countries or in the cases of study exchanges.

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 1 and finishes on August 31, 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 a semester of full-time studies is 20 weeks.

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 Associated Students' Study Plans**

76. Studies of students and associated students are conducted in accordance of the study plans. Annual study plans are made by the students and associated 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 associated students make their study plans and enrol on studies and subjects in person using an authorised access to the University information system "Studies".

### **Enrolment Procedure**

79. The enrolment constitutes a three-stage process:

79.1. Stage 1: early enrolment. At this stage, the students must make their study plans for the next academic year comprising compulsory and elective academic subjects and enrol on optional academic subjects. The early enrolment of full-time students runs from April 20 through May 1, while the early enrolment of part-time students takes place during the weeks of introductory lectures.

79.2. Stage 2: main enrolment. At this stage, the students are provided with study timetables for the next semester, they adjust their selections for that semester and check whether they have been included into the enrolment lists of desired academic subjects; those, who are not on those

lists, enrol on other academic subjects, the lists whereof have vacancies. The main enrolment of full-time students runs from June 15 to June 30 for the autumn semester and from January 15 to January 30 for the spring semester.

79.3. Stage 3; final enrolment. At this stage, the students validate the previously developed study plans. Before validation, the plans can be adjusted, if necessary due to reasons that were not taken into account during the previous enrolment stages. The final enrolment of full-time students runs from September 1 to September 15 for the autumn semester and from February 1 to February 15 for the spring semester.

79.4. Part-time students and associated students go through stages 2 and 3 in accordance with the study timetables published on the websites/intranet of the faculties/institutes.

80. The timetables for the autumn and spring semesters of a new academic year are delivered by June 15 and January 16, respectively. A revised timetable of a semester 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 the students enrol on 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 enrolment on academic subjects of the autumn semester for full-time first year students runs from September 1 to September 15. The enrolment on academic subjects of the autumn semester for part-time students takes place during the introductory lecture weeks.

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

84. Students, who have failed to enrol on 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 number of students, individual studies of those subjects can be offered in the manner prescribed by the faculty.

86. The procedure of enrolment on partial studies is the same as with the full-time and part-time studies, unless a simplified procedure is applied. Individuals enrolling on partial studies must have entered into a student or associated 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 15, while preliminary plans of pedagogical work in the departments must be approved by the Faculty Deans and submitted to the Centre of Academic Affairs by May 31.

### **Distance Learning**

89. The studies at the University can be undertaken in 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 associated students of the University are admitted to study individual academic subjects and modules or improve their

qualification in e-learning environment. The studies of different subjects can be organised in groups. Alternatively, associated 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 associated students, teachers and administration staff is provided by the E-learning Group of the Centre of Academic Affairs.

91. All University students and associated 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 into the study plans take place in the premises of the University during the sessions. In separate 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 achievements may take place before the end of a semester.

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 is used to assess study achievements. A ten-point grading scale is used to assess the knowledge of the University students. The lowest positive grade is 5 (five).

97. In the course of studies and the assessment of the study outcomes, the students and teachers must comply with the rules 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 in connection with the assessment of study achievements, the student is expelled from the University on the basis of a serious breach of academic ethics.

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 associated 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 associated student is required to repeat the course of the failed subject studies and to pay for the credits of the subject. Having failed the knowledge check of the repeated academic subject, the student or associated 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, such a student is removed from the list of students.

103. Where at the end of the semester a student or associated student of the programme of bridge studies has no more than three academic debts, this student or associated student is required to sit the debts by the end of the next semester. Where a student or associated student fails to be re-examined as specified above, that student or associated student is required to repeat the studies of

the subject and to pay for the credits of the subject. A student who does not express a wish to repeat a subject after failing the second sitting is removed from the list of student.

104. Further studies on the programme of bridge studies of a student or associated student, who has more than three academic debts at the end of a semester, are suspended for one year. Within that period, that student or associated student of the programme of bridge studies has to pass the knowledge checks, i.e. to eliminate academic debts. A failure to eliminate academic debts results in the expulsion of that student or associated student of the programme of bridge studies.

105. Students or associated students of the programme of bridge studies failing to eliminate academic debts on due time or having more than three academic debts, can, at their own request, be transferred to the status of associated students of the University. Having eliminated academic debts as associated students, persons can be re-admitted as students.

106. Associated 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 Centre of Academic Affairs 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 of 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 and/or 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 the appeals lodged by the applicants.

## **VIII. ACADEMIC MOBILITY**

116. Academic mobility covers changes in the study programme of a student or associated 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 associated 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 associated 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 an 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 associated 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 associated 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. After the first two years of full-time studies or after the completion of fifty percent of a part-time study programme, a student, whose first-cycle studies are financed by the state, is denied the funding if the average score of the study outcomes of a respective period is more than 20 percentage points lower than the weighted average of the period of the same year University students on a respective study programme in the same form. A student, who is denied state funding, must pay the tuition fee fixed by the University, while the vacated state-funded place is taken by a student with the best achievements in a non-state-funded place.

125.1. To compare the outcomes of a state-funded student and other students in the same year of studies, the weighted average of study outcomes of each semester is calculated and then the overall average of the studies of the two years or the half of a study programme is derived.

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:

$$WA = \frac{A_1 \times c_1 + A_2 \times c_2 + \dots + A_n \times c_n}{c_1 + c_2 + \dots + c_n},$$

where: WA – weighted average,  $A_1, A_2 \dots A_n$  – assessment of study outcomes (in grades),  $c_1, c_2 \dots c_n$  – number of subject credits. In the calculations of the weighted average, academic debts equal to 0, but the credits are summed up nevertheless.

125.3. If the period of the studies of a student in a state-funded place differs from the study programme period (due to counting the outcomes of partial studies, an academic leave of absence or any other reason), the comparison is made between the period of actual studies of the student in the state-funded place and the weighted average of study outcomes in the programme of the same year studies in the last two years.

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 his 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 the studies, except where the student switches to another study programme in the same study field, a student on 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 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, 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. The 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. The studies are terminated and the student is removed from the list of students:

130.1. at the student's request;

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

130.3. where a part-time student in the programme of Law and Police Operations, Law and State Border Guard or Police Operations 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.);

130.4. upon death of the student.

131. A student is expelled:

131.1. for academic failures;

131.2. upon a failure to enrol for studies on time;

131.3. upon a failure to pay for studies on time;

131.4. for serious violations of academic ethics, pursuant to the University Code of Ethics.

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, who have been removed from the list of students and expelled from the University (except those who were removed from the list of students and expelled from the University for academic failures or serious violations of academic ethics) can only recommence their studies in the capacity of fee-paying students.

134. Students, who have been expelled for academic failures or serious violations of academic ethics, can re-enter the University according to the standard procedure.

135. Under the 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 the final examinations or defended final Master's Thesis, can also suspend their studies, however only before the Rector issues an order on the permission to sit the final examinations or to defend



the final thesis. In such case, the application of the students shall specify the estimated date of study recommencement. During the deferment term, the study funding procedures remain unchanged. 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.

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 the 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 the part of the programme is in line with the study field and cycle.

142. All students on the 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 Pro Dean of the faculty/Institute Director and they are told which subject(s) are to be taken at the University by that deadline. The 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 the 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 Centre of Academic Affairs, 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 in a 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 thesis and sit final examinations, if prescribed by applicable legislation. The procedure of conducting final examinations, coordinating the preparation and defence of final thesis, and other relevant terms and conditions are prescribed in the Procedure for Conducting Academic Knowledge Checks and Final Examinations and the Procedure for Preparation and Defence of Final Thesis.

149. The study procedures are checked and a decision on awarding a qualification degree is made by the qualification committee for award of qualification Bachelor's or Master's degree.

150. The Faculty Dean/Institute Director submits a draft order of the Rector on the approval of the qualification committee for the defence of final thesis and the qualification committee for award of the qualification Bachelor's or Master's degree. The members of the committee may include teachers of the University and other higher education institutions, scientific workers of science institutions, and social partners. There shall be a minimum number of 3 committee members present at a meeting.

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 thesis 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 degree are signed by the chair and the secretary of the committee.

152. The minutes and statements are kept 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.

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 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 the 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 the students and associated 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 staff teaching the students and associated students 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 associated 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 the 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.

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