



MYKOLAS ROMERIS UNIVERSITY SENATE

RESOLUTION

ON THE APPROVAL OF THE PROCEDURE OF THE ASSESSMENT OF LEARNING OUTCOMES AT MYKOLAS ROMERIS UNIVERSITY

22 December 2020 No. 1SN-90

The Senate of Mykolas Romeris University r e s o l v e s t o:

1. approve the procedure for the assessment of learning outcomes of Mykolas Romeris University (attached).
2. repeal from the 1st of February, 2021:
 - 2.1. Resolution No. 1SN-30 “On the Approval of the Procedure for the Assessment of Learning Outcomes at Mykolas Romeris University” approved on the 16th of March, 2012 by the Senate;
 - 2.2. Resolution No. 1SN-45 “On the Amendment of the Procedure of the Assessment of Learning Outcomes at Mykolas Romeris University approved on the 16th of March, 2012 by the Senate Resolution no. 1SN-30” approved on the 27th of April 2012;
 - 2.3. Resolution No. 1SN-10 “On the Replacement of the Procedure of the Assessment of Learning Outcomes at Mykolas Romeris University approved on 16th of March, 2012 by the Senate Resolution No. 1SN-30” approved on the 20th of November, 2012;
 - 2.4. Resolution no. 1SN-58 “On the Procedure for the Assessment of Learning Outcomes of Mykolas Romeris University approved by the Senate the 16th of March, 2012 Resolution No. 1SN-30, and the Amendment of the Mykolas Romeris University Senate Resolution No 1SN-45 approved on the 27th of April, 2012”;
 - 2.5. Resolution No. 1SN-8 “On the Amendment of Point 48 in the Procedure of the Assessment of Learning Outcomes at Mykolas Romeris University approved on the 16th of March, 2012 by the Resolution No. 1SN-30” approved on the 15th of October, 2012 by the Senate;
 - 2.6. Resolution No. 1SN-22 “On the Amendment of the Procedure of the Assessment of Learning Outcomes at Mykolas Romeris University” approved on the 16th of March, 2012 by the Senate Resolution No. 1SN-30 and On Declaring Point 1.2 Coming Out of Force by the Resolution No. 1SN-58 approved on the 7th of June, 2013” approved on the 19th of February, 2014.
 - 2.7. Resolution No. 1SN-51 “On the Amendment of the Procedure of the Assessment of Learning Outcomes, at Mykolas Romeris University approved on the 16th of March, 2012 by the Senate Resolution no. 1SN-30” approved on the 30th of June, 2014;
 - 2.8. Resolution No. 1SN-44 “On the Amendment of the Procedure for the Assessment of Learning Outcomes at Mykolas Romeris University approved on the 16th of March, 2012 by the Senate Resolution No. 1SN-30 and the approval of Academic Integrity Statement and Confirmation of the Independently Performed Work forms” approved on the 9th of May, 2016;
 - 2.9. Resolution No. 1SN-55 “On the Amendment of the Procedure of the Assessment of Learning Outcomes at Mykolas Romeris University approved on the 16th of March, 2012 by the Senate Resolution No. 1SN-30” approved on the 30th June, 2016;

2.10. Resolution No. 1SN-5 “On the Amendment of Point 3 in Annex 1 of The Approval of the Procedure for the Assessment of Learning Outcomes at Mykolas Romeris University” approved on the 30th June, 2016;

2.11. Resolution No. 1SN-38 “On the Approval of the Procedure for the Assessment of Learning Outcomes at Mykolas Romeris University” approved on the 25th of May, 2020.

3. establish that the Procedure of the Assessment of Learning Outcomes at Mykolas Romeris University approved by this resolution of the Senate shall enter into force on the 1st of February, 2021.

I make this Resolution approved by the Senate of Mykolas Romeris University public.

UNIVERSITY RECTOR PROF. DR. INGA ZALENIENE

I confirm the authenticity of this Resolution of the Senate of Mykolas Romeris University.

Senate Chairperson Assoc. Prof. Dr. Romas Prakapas

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Prepared by assoc. dr. Inga Dauksiene

APPROVED by
Senate of Mykolas
Romeris University
Resolution No. 1SN-90
on 22 December 2020

I. GENERAL PROVISIONS

1. The Procedure of the Assessment of the Learning Outcomes at Mykolas Romeris University (hereinafter referred to as the University) establishes the principles and criteria (hereinafter referred to as the Criteria) for assessment of learning outcomes of students and listeners (hereinafter referred to as students), for organization and implementation of midterm assessment, final assessment and final examination and procedure for preparation, defense and assessment of course papers and degree thesis; organization, rules and technical requirements for remote assessment; recording and storing regulations of an assessment; requirements for ensuring academic ethics during assessment of learning outcomes, publication of assessment results and review of assessment of learning outcomes.

2. Terms used in this Procedure:

2.1. **An Academic integrity declaration** – a declaration document by which the student confirms that the course or final thesis submitted for assessment has been completed independently, in accordance with the requirements of academic ethics.

2.2. **An Academic integrity pledge** – an electronically confirmed a student`s statement by which the student commits to the principles of academic integrity in every assessment.

2.3. **An Examiner** – a lecturer who organizes, carries out the final assessment and submits the assessment. The examiner is a University lecturer to whom the final assessment is assigned according to the workload.

2.4. **An Exam observer** – a person who monitors the progress of the final assessment or final exam. The exam observer is usually the examiner. By written instruction from the Director (head) of the Institute (Department), e-mailed to the appointed observer of the examination by the University, another lecturer, doctoral student or administrative staff may be appointed as an observer.

2.5. **An Examination space** – a room, a virtual space where the student meets the examiner.

2.6. **An Electronic journal** (hereinafter referred to as the journal) is a digital document in which the assessment of the University students` results is recorded, and which is signed and confirmed by unqualified electronic signatures after logging into to the information system Studijos (hereinafter referred to as IS “Studijos”).

2.7. **Final assessment** – the final assessment of the student's achievements implemented in the form of an examination or a credit test during the session, and when the study subject is delivered in a cycle – based curriculum – at the end of the cycle of a respective study subject or subjects.

2.8. **A Final grade** – the sum of the percentage of a cumulative grade and of the final assessment score expressed as a mark.

2.9. **Cumulative assessment** – an assessment method based on the results of students' achievements in a study subject, when the final grade is a sum of a percentage of the cumulative grade and a percentage of the positive final examination mark.

2.10. **A Cumulative grade** is the sum of the percentage of interim assessment marks.

2.11. **Remote assessment** is a method of assessment in which the participants of the assessment are physically distanced from each other, and the assessment itself is implemented by application of information and communication technology (hereinafter – ICT).

2.12. **Learning outcomes** are a student`s "knowledge", "skills" and "responsibility" gained in the study process:

2.12.1. **Knowledge** is the result achieved by internalizing study information. Knowledge is the totality of facts, principles, theories and practices related to the field of work or study. In the context of the European Qualifications Framework, knowledge is described as theoretical and / or factual.

2.12.2. **Skills** – the ability to apply knowledge and use practical experience in performing tasks and solving problems.

2.12.3. **Responsibility and autonomy** – the student's ability to apply knowledge and skills independently and responsibly.

2.13. **Midterm test** – the assessment of the student's intermediate achievements is implemented before the start of the session, and when the study subject is delivered in a cycle based curriculum – before the final assessment date provided in the study schedule.

2.14. **Moodle virtual study environment** (hereinafter – Moodle environment) – open source software used in the study process.

2.15. Other terms used in the Procedure shall be defined in the Statute of the University and other legal acts adopted by the University.

3. The provisions of this Procedure shall apply *mutantis mutandis* to the assessment of the learning outcomes of tertiary level (doctoral) students, unless the regulations for doctoral studies in the respective fields of science indicate or national legislation provides otherwise.

4. If there are any contradictions between this Procedure and the legal acts of the Republic of Lithuania, the legal acts of the Republic of Lithuania shall apply.

II. PRINCIPLES AND CRITERIA FOR THE ASSESSMENT OF LEARNING OUTCOMES

5. The purpose of the assessment of learning outcomes is to assess a student's achievements.

6. The assessment of learning outcomes must be transparent, fair and objective. The assessment must be based on criteria and procedures discussed in advance and the results must be available for revision. Assessment is related to the objectives of the study subject and must measure learning outcomes intended for their implementation.

7. Assessment of learning outcomes consists of assessment of knowledge, skills, responsibility and autonomy. During the first lecture and / or seminar, the lecturer of the study subject introduces the students to the content of the study subject, used and recommended course literature and the procedure of assessment of learning outcomes.

8. In order to ensure academic integrity and transparency of the assessment of learning outcomes, only course and final thesis that have passed the formal anti-plagiarism examination may be eligible for a defense procedure at the University (Item 153 of the Procedure).

9. In order to ensure the transparency, fairness and objectivity of the assessment of learning outcomes, students are granted the right of appeal regarding the assessment of learning outcomes and compliance with the procedures (University Appeals Regulations).

10. In order to assess the clarity and suitability of the final reports, final examination tasks, and the compliance of their level with the study cycle, the University may perform a study learning outcomes` revision (Chapter XI of the Procedure).

11. The study program is completed by the assessment of the student's knowledge, skills, responsibilities and independence during the defense of the final thesis and (or) the final exam.

12. In order to ensure active and consistent students` work during the period of the subject study and the objective assessment of learning outcomes, the University applies cumulative assessment.

13. The cumulative assessment shall consist of individual assessment segments as described in the assessment criteria. These segments are designed to evaluate all the results of studies provided for in the subject description of the study.

14. Learning outcomes are assessed according to the ten-point grading system following the description of the assessment system of the learning outcomes (Annex 1), if the method of assessment of learning outcomes is credit test – assessment is “passed” or “failed”, if attestation - “certified” or “non-certified”. A ten-point criterion assessment system is used to assess the knowledge of a professional foreign language (English, French, German) by equating the assessment score to the

language level described in the Common European Framework of Reference for Languages by the application of a matrix of the Professional Foreign Language Knowledge grade equation to the language level of the Common European Framework of Reference for Languages (Annex 2).

15. An assessment in a study subject is considered as passed if the final grade is at least 5 points, and, in the case of credit- test, "passed" and in case of certification – "certified". If the exam is graded less than 5 points, the final grade is negative. A credit or attestation is obtained if the student proves that he or she has acquired at least 50% of the knowledge, skills, responsibility and autonomy of the study subject (in case of attestation – a part of the study subject). Examination grades and credits shall be not rounded to scores below grade 5, in case of the score above grade 5 – it shall be rounded in accord with the mathematical rules (up to 0,5 – to the lesser mark, 0,5 and over – to the bigger mark). Marks of the interim assessment are rounded in accord with the mathematical rules.

16. If the student who does not make appearance at the designated time because of unforeseen important circumstances (illness, business trip, family circumstances, natural disasters, etc.) to the final assessment, the final examination, and does not defend the final thesis and if the student provides documentary proof of such circumstances to the academic unit where the student studies, the Head of the academic unit or a delegated person shall designate individual assessment schedule. The application for the extension of the dates of the assessment (s) and the supporting documents the student shall submit within seven working days from the day of the final assessment, final examination or defense of the final thesis. The application for the extension date may be postponed by the decision of the Head of the academic unit should the important reasons be provided.

17. In order to create flexible conditions for the assessment of the learning outcomes and to increase the accessibility of studies for students, the University may arrange for the remote assessment. The technical requirements for the remote assessment are set out in Annex 3 to this Procedure.

18. When assessing the learning outcomes of students with special needs (visual, hearing, movement or other disabilities), flexible assessment forms are applied, adjusting the forms to the needs of these persons. The student has to fill in a questionnaire in his / her e-study booklet indicating his / her special needs. The university employee responsible for the coordination of social affairs informs the study manager of the academic unit about the special needs of the student who filled in the questionnaire and the measures required for the assessment of learning outcomes according to the student's capabilities and / or suitability of the assessment space. The study manager passes this information to the lecturer and, if necessary, coordinates processes to ensure that the student is provided with the conditions for the assessment of learning outcomes that meet his or her needs.

III. INTERIM ASSESSMENT

19. Interim assessments provided for in the descriptions of study subjects are scheduled and implemented before the launch of the examination session, and when the study subject is delivered in a cycle based curriculum - until the day of the final assessment.

20. When the study subject is extended over two or more semesters, the intermediate assessment may take the form of attestation. Attestation is scheduled during the examination session.

21. Interim assessment may also be implemented remotely *mutantis mutandus* in accordance with the rules set forth in items 41-56 of this Procedure.

22. If a student due to important reasons (illness, business trip, family circumstances, natural disasters, etc.) fails to take (an) interim assessment(s) and submits the relevant documents within seven working days from the day of the interim assessment date, the teacher determines the individual assessment deadlines.

23. Typically, interim assessment estimates are 50-60 percent of the final grade.

24. The number and percentage value of interim assessments in the final assessment is determined and entered in the study subject description by the lecturer coordinating the study subject, and approved by the Study Programme Committee (hereinafter – SPC).

25. During the first lecture and / or seminar, the lecturer of the study subject introduces the content of the study subject, used and recommended literature, the procedure of assessment of learning outcomes and the components of the cumulative score and their percentage estimates in the final assessment.

26. For students who continue their studies after academic leave or suspension of studies, the cumulative score is calculated further, if the components of the cumulative score have not changed in the description of the study subject during the period of academic leave or suspension of studies. If the components of the cumulative score in the description of the study subject have changed, the cumulative score is re-collected.

27. A cumulative score shall be recorded and archived in information system “Studijos” for one year following the completion of the studied subject.

28. The cumulative score accumulated during the semester is counted while retaking the examination (credit) of the study subject. For the repetition of a study subject the cumulative score is collected anew.

29. Students, who have spent a respective semester abroad according to study exchange programmes, are not subject to the cumulative score. If the study subject is extended over two or more semesters, and the student spends a semester of studies on an exchange programme, only the cumulative score of the semester which the student studied at the University is counted in the final assessment of the study subject.

IV ORGANIZATION AND EXECUTION OF FINAL ASSESSMENTS

GENERAL PROVISIONS

30. Information on the final assessment criteria is provided in the description of the study subject.

31. The final assessment grade constitutes 40-50 percent of the final grade. The percentage of the final evaluation shall be determined in the description of the subject matter of the studies. The coordinating lecturer of the subject study may, with the agreement of the SPC, provide for another weight of the final assessment of in the subject-matter of the studies.

32. Before the start of the final assessment, the examiner may ask the student to present an identity document (passport or identity card), a driving license or a student ID with a photograph of the student. The examiner shall inform the student(s) of the final assessment regulations (assessment duration, sources and means authorized and unauthorized at the time of the assessment, student behavior, after completing the task of the final assessment, etc.) and the procedure.

33. The final assessments provided for in the study schedule of the study programme are implemented at the time and in the examination space specified in the study schedule. Timetables shall be drawn so as at least three days are allocated to prepare for each examination. When a study subject is extended over two or more semesters, at least four days before examination shall be allocated for the preparation.

34. Final assessments may also be arranged remotely in accordance with the rules set forth in Paragraphs 41-56 of this Procedure.

35. When study subjects are taught in semesters, the final assessment is scheduled during the examination session, and when study subjects are taught in cycles - at the end of (a) respective study subject (s) cycle.

36. Due to important reasons (illness, business trip, family circumstances, natural disasters, etc.) and with the permission of the head of the academic unit, students may take final assessments at

a different time, upon submitting an application no later than within seven working days from the final assessment date.

37. As a rule, final assessments are organized in written format. Due to the specifics of a subject or because of other circumstances, examinations may take an oral format, or both oral and written. The form of the final assessment is determined and indicated in the subject description by the lecturer coordinating the study subject and approved by SPC.

38. A final assessment cannot be retaken once passed.

39. Retake dates of final assessments are provided for in the study schedule. If the final assessment takes place during the session, then the retake of the final assessment is scheduled on the last week of the examination session. When study subjects are taught in cycles, the first retake of the final assessment is usually scheduled no later than two weeks after the final assessment. If there are students who have an academic debt for that study subject, the rescheduling of the final assessment is organized during the following semester at least twice per semester, when the lecturer sets the retake dates at IS "Studijos". In this case, in order to retake an academic subject, the student must register with IS "Studijos" no later than 24 hours in advance before the start of the final assessment. Students who fail to register will not be able to retake an exam. The registration may be cancelled by the student registering for the retake no later than 24 hours before the start of the final assessment.

40. Final assessment papers and other documentation are stored at the institute (department), where the subject teacher is employed, for a period of 1 year following the subject's completion. The lecturer shall deliver the results of the final assessment arranged remotely, within five working days from the date of the final assessment to the institute (department) of employment.

Organization and implementation of the final assessment remotely

41. Final remote assessment (hereinafter – remote assessment) may be implemented in the following cases:

41.1. If the subject coordinating tutor provides for a remote assessment of the subject of the studies as a standard assessment format;

41.2. If the subject coordinating tutor chooses a non-remote assessment, remote assessment may be implemented upon request of a student, if the student resides in a county other than the county of study or in a foreign country, or there are other objective reasons why the student cannot come to the assessment;

41.3. By the order of the Rector, if other objective reasons are established due to which remote assessment is not possible or difficult to implement for a certain period of time (e.g., when a state of national or local municipal emergency is declared).

42. Remote assessment may be implemented if the specificity of assessing a study subject results allows for it, and if it is possible to ensure the requirements of academic integrity. The decision regarding remote assessment shall be taken by the coordinating tutor except for the cases provided in 41.3 provided in this Procedure. Information about remote assessment is provided in the study subject *Moodle* environment.

43. If the coordinating tutor provides for a non-remote assessment, a student who, for objective reasons, is unable to attend the assessment shall apply for a remote assessment by addressing the examiner no later than five working days in advance of the scheduled date. The examiner, having assessed the circumstances specified in Paragraph 42 of this Procedure, decides on the possibility of remote assessment and informs the student about the decision no later than three working dates in advance of the scheduled date. The student is informed about the procedure and requirements for the remote assessment.

44. Remote assessment may be arranged for an individual student or for a group of students.

45. There are two ways for organizing remote assessment:

45.1. When the student during the assessment is unobserved;

45.2. Keeping an observation of the student in real time while in assessment.

46. Remote assessment without student observation while in assessment may be implemented after reviewing circumstances specified in Item 42 of this Procedure. Assessment tasks must be in line with this remote assessment.

47. Remote assessment without student observation while in assessment is performed in the *Moodle* environment, using the appropriate *Moodle* tools, such as "Test", "Uploading student's works (task)".

48. Remote assessment with student observation in real time during the assessment (hereinafter - RAOS) is organized using the *BigBlueButton* or *MS Teams* video conferencing tool. Provided that the technical requirements specified in this Procedure are met, RAOS may be implemented on other platforms with the prior student's (s') accord.

49. For RAOS the examiner shall upload the assessment tasks in the *Moodle* environment, inform the students of the requirements and procedures of the RAOS, and make other steps necessary for the preparation of the RAOS. If the RAOS is implemented by the application of *BigBlueButton* video conferencing tool, the examiner shall create a virtual examination room (VER) for each student.

50. To ensure academic integrity during RAOS session, a single exam invigilator typically observes no more than ten students per time.

51. The student must take care that there are no unauthorized participants or sound interferences (TV, radio, telephone turned off) in the room the assessment is being taken. Only the means necessary for the implementation of the examination can be on the student's desk: a computer, a monitor, a keyboard and / or a mouse.

52. A student must keep a document specified in item 32 of this Procedure at hand throughout RAOS session. The examination observer may ask the student(s) to show this document at the start of the assessment.

53. Audiovisual communication between the student and the examiner must be in working order throughout RAOS. The examination observer must be able to see clearly a student's face, except for the instances when the observer indicates in which direction the student should point the camera, and, if necessary, the student's computer desktop screen clearly. The examination observer must be able to hear the student. The voice must be loud, clear and undistorted.

54. RAOS is arranged in the following sequence of actions:

54.1. At the appointed time an audiovisual contact between the examiner and (a)student(s) shall be established:

54.2. The examination observer may ask (a)student(s) to provide a document specified in item 32 of this Procedure;

54.3. The examination observer informs the student that the remote assessment will be recorded and starts recording of the remote assessment;

54.4. The examination observer provides further instructions for remote assessment and gives permission for the start of the assessment;

54.5. After completing the remote assessment tasks, the student confirms this by word to the examination observer;

54.6. The examination observer, confirms that the remote assessment task has been submitted and completes the audiovisual session.

55. The examiner shall terminate the RAOS session if:

55.1. the student fails to clear all doubts about academic integrity;

55.2. the connection failure persists longer than five minutes.

56. The examination observer shall inform the study manager of the termination of the RAOS. If the remote assessment has been terminated due to communication failures, a repeated remote assessment is organized. As a rule, retake assessment is arranged on the premises of the University.

V. ORGANIZATION AND CONDUCT OF THE FINAL EXAMINATION

GENERAL PROVISIONS

57. Final Examination is administered by the Qualification Commission of Final Examination (*hereinafter* the Commission).

58. The commission is appointed by the Rector for each final examination for one academic year on the recommendation of the head of the academic unit. The head of the academic unit appoints the secretary of the Commission to perform the administrative functions of the Commission.

59. The Commission is comprised of the Head, Deputy Head and the members. The number of the Commission members is formed according to the number of examinees. The minimum number of the Commission members is 3. At least one third of the Commission members must have a doctoral degree in the field of study in which the final thesis is defended. At least one member of the Commission, usually the Head of the Commission, must be a representative of social partners.

60. The task of the final examination is approved by the Head of an Academic unit upon the proposal of the Commission. The tasks of the final examination shall be submitted by the Head or the Deputy Head of the Commission for the approval by the Head of an Academic unit no later than five working days before the scheduled date of the final examination. Tasks not approved for the final examination shall not be used.

61. The Deputy Head of the Commission acts for the Head of the Commission in the absence of the latter.

62. The Head of the Commission organizes the work of the Commission, controls the process of the examination during the final exam, solves arising problems, distributes the tasks of the final exam completed by the students to the Commission members for marking.

63. Members of the Commission perform the function of exam observers, and evaluate the tasks of the final exam completed by the students.

64. Final examinations are implemented in writing.

65. During the final exam, a student can use legal acts and other sources, the list of which is provided in the description of the final exam subject.

66. In the cases provided in item 78 of this Procedure, the final examination may be conducted remotely.

67. The duration of the final examination shall be determined by the Commission. The minimum duration of the final exam is 2 academic hours.

68. Minimum three observers shall attend face-to-face implemented final examination, including minimum two Commission members per ten or more students taking the examination, and minimum two observers, including minimum one Commission member per ten and fewer students taking the examination.

69. Each task of the final examination is marked by at least 3 members of the Commission. In case of arising challenges connected to the assessment of the final examination tasks, members of the Commission shall consult with the Head or the Deputy Head of the Commission.

70. The mark of the final examination is counted by calculating arithmetic mean. Final assessment is confirmed by open voting by a simple majority of votes at the meeting of the Commission.

71. The following documents are prepared for the final examination:

71.1. A student's final exam sheet - a sheet where the final examination tasks for the student are printed and where the student writes one's answers;

71.2. A Commission member sheet (Annex 4) is a document where a Commission member writes down one's individual assessment grade for the tasks of the final examination.

71.3. A summary of the grades of the final examination tasks (Annex 5) is a document containing grades given by all Commission members and where final grades are counted by calculating arithmetic mean.

71.4. The minutes of the meeting of the Commission (*hereinafter* the minutes), (Annex 6) is a final examination document containing information on the process of the examination, coding data of the students' final examination tasks, and final grades.

72. A student is not allowed to write his name, surname, identification number nor other identification marks on the examination sheet.

73. The administrator of the Commission encodes the sheets of a student's final examination. Coding stickers with codes (Annex 7) shall be printed by the Secretary. The administrator shall be coding final examination sheets completed by students. The same code shall be attached to a student's name and surname on the protocol. After completing the coding of all student work, the administrator puts the Protocol in an envelope, which is sealed and signed on the adhesive tape of the envelope. The envelope containing the minutes shall be kept by the Commission Head.

74. The members of the Commission write evaluations of the tasks of the final examination completed by the coded students to the Commission member sheets. After evaluation of all the completed final examination tasks, the secretary writes the results in the Final Examination Tasks Evaluation Summary (Annex 5). The completed Final Examination Tasks Evaluation Summary is signed by the Secretary and the Commission Head.

75. Having completed the Final Examination Tasks Evaluation Summary, the Administrator, in the presence of the Secretary and the Commission Head, shall open the envelope containing the minutes. The Administrator records (decodes) the results of the assessments of the final examination tasks from the summary in the protocol.

76. The Protocol is signed by all members of the Commission, the Administrator and the Secretary. The Commission Head or the Deputy Head shall fill in the final examination journal in the IS "Studijos" system.

77. The tasks of the final exam must be evaluated within four, and the results must be published within five working days from the day of the final exam.

Organization and procedure of the final exam remotely

78. A final remote examination (*hereinafter* Final Remote Examination) is exceptionally organized in the circumstances when, for objective reasons, the organization of the final examination is not possible or difficult to implement in a non-remote mode.

79. The decision on the organization of the final remote examination shall be taken by the Rector.

80. The final remote exam shall be organized in accordance with the requirements provided for in clauses 50-53 of this Procedure.

81. The final remote exam is conducted by observing the student (s) in real time during the final exam.

82. The final remote examination is implemented using the video conferencing tool in the *Moodle* environment *BigBlueButton*. If the technical requirements specified in this Procedure are ensured, the remote final examination may be implemented by other tools coordinated with the Academic Affairs Center.

83. The final remote examination is organized according to the following procedure:

83.1. No later than ten working days prior to the remote final examination in the academic unit, a remote final examination organization group (*hereinafter* the Group) shall be formed, headed by an employee appointed by the head of the academic unit (*hereinafter* the Group Supervisor). The Group Supervisor allocates the responsibilities to the Group members and coordinates their work.

83.2. Depending on the number of students, the Group Supervisor compiles a list of exam observers, which is approved by the head of the academic unit.

83.3. The Digital Studies Unit creates final remote exam space in the *Moodle* environment.

83.4. An appointed group member uploads the final exam tasks in the digital space and, if required, legal acts and other materials that a student could use during the final remote exam. The tasks of the final remote exam are submitted using "Test" and / or "Submission of student works (task)" tools. The appointed member of the group creates a virtual exam room (hereinafter - VEK) for each student in the remote final exam environment and assigns the exam observer to a specific student.

83.5. The academic unit informs the student by e-mail about the procedure and requirements for conducting the final remote exam no later than five working days before the final remote exam. The student is assigned a contact person who, if required, answers the student questions before taking the final remote exam.

83.6. The exam observer contacts the student (s) no later than two working days before the final remote examination day to make sure that the student has all the necessary technical equipment, a reliable internet connection, and understands the procedure for carrying out the remote final exam. Participants of the final remote exam take a trial test of the final remote exam two working days before the day of the final remote exam.

84. Procedure of the final remote exam:

84.1. A student connects to the created VEK.

84.2. When a student completes the final remote exam assignments or when the set final remote exam time is over, the exam observer makes sure that the student's final remote exam paper is submitted in the *Moodle* environment.

85. The examination observer shall terminate the final remote examination in the cases provided for in item 55 of this Procedure. If the final remote exam has been interrupted due to communication problems, re-taking of the final exam is organized. The Commission decides on the manner and timing of the re-examination.

VI. THE PREPARATION, DEFENSE AND EVALUATION OF TERM PAPERS

86. SPC approves topics of term papers before 15th of December and the managers (referents) of the institutes (departments) upload them into IS "Studijos". Students select the topics of term papers from the list published in IS "Studijos" between the 15th and the 31st of December, if the term paper is part of their study programme.

87. Students wishing to prepare a term paper on their own proposed topic submit the proposed topics to the Institute (department) before the 15th of December. The Institute (department) forwards topics to the SPC. If SPC approves of the proposed topic of term papers, these topics are uploaded to IS "Studijos" together with the student's name who selected the topic.

88. A student while preparing a term paper must consult with the supervisor regarding the outline, the structure and on other methodological and practical questions related to the writing of the term paper.

89. The term paper shall be prepared and defended in accord with the methodological instructions for the preparation and defense of the term papers approved by the Council of an academic unit.

90. The term paper must be submitted to the supervisor and uploaded to the IS "Studijos" before the start of the exam session. Term papers uploaded to the IS "Studijos" are stored there for 1 year after the completion of the study subject. The student's Declaration of Academic Integrity is attached to the term paper (Annex 8).

91. The supervisor shall assess the term paper and its defense based on two criteria:

91.1. 1. Preparation of the term paper – 60 per cent of the final assessment mark.

91.2. 2. Defense of the term paper – 40 per cent of the final assessment mark.

92. Final assessment of the term paper that has not been submitted for defense or has not been defended shall be negative. The defense of the term paper is obligatory.

93. The term paper may be defended remotely *mutatis mutandis* by applying the rules for defending the final thesis defense remotely.

VII. PREPARATION, DEFENSE AND ASSESSMENT OF THE FINAL THESIS

Selection and writing of the final thesis

94. The SPC shall adopt the list of final work topics by the 25th of September for the autumn Semester and by the 24th of February for the spring Semester. The supervisor of the work and, where appropriate, the consultant are appointed along the final work topics. Institute (department) manager shall submit the topics of final papers to IS “Studijos” by September 30.

95. Students choose the topics for final thesis from the list of submitted topics to IS “Studijos” in the following order:

95.1. from the 20th of October until the 1st of November – bachelor full-time students whose study duration is 3 (three) years (autumn semester of the second study year), bachelor full-time students whose study duration is 4 (four) years (autumn semester of the third study year), bachelor part-time students, the duration of studies is 4.5 years (in the autumn semester of the third year of study);

95.2. from the 20th of April 20 until the 1st of May. - bachelor full-time students whose study duration is 3.5 years (in the spring semester of the second study year), bachelor part-time students whose study duration is 5 (five) years (in the spring semester of the third study year);

95.3. master degree students during the first year of their studies from the 1st of October to the 15th of October, except where the specificity of the study programme allows to set a different time span at the academic unit.

96. While selecting themes, students are recommended to consult potential supervisors and consultants. Students wishing to prepare a thesis on their proposed topic consult with the head of the study programme and / or potential thesis supervisor and submit their proposed topics to the institute (department) no later than five working days after the deadline specified in item 95 of this Procedure. The institute (department) shall forward the proposed topics to the SPC within two working days at the latest, and within seven working days, having determined the suitability of the topic for the preparation of the final work, appoint the supervisor and / or consultant of the final work.

97. University teachers holding a scientific degree and involved in scientific research in the science field in which a master`s final thesis is written supervise master`s final thesis. Scientists, practitioners and specialists of the respective fields shall be appointed as consultants, if needed.

98. Master's thesis may be supervised by the University lecturers and researchers who have a scientific degree and conduct research in the science field in which the master's thesis is written, or, in exceptional cases, specialists with practical experience in the field. If, in exceptional cases, a specialist with practical experience in the subject area who does not have a scientific degree is appointed to supervise the master's thesis, a consultant with a scientific degree is additionally appointed to assist in the preparation of the master's thesis. A consultant may also be appointed in case the specifics of the final work require a specialist with practical experience.

99. Lecturers holding the position of assistant are not appointed as supervisors of the final work.

100. Usually, the teacher may supervise not more than 15 final thesis of the students at a time. Non-graduate supervisors with less than two years of pedagogical experience at the University may normally supervise a maximum of five thesis. This number does not include students who terminated their studies.

101. Final thesis are prepared in accordance with the methodological instructions for the preparation and defense of written works approved by the Council of the academic unit.

102. The student preparing the final thesis coordinates the plan of the final thesis preparation with the supervisor. A student preparing a final thesis must inform the supervisor on the course of

writing the work and take into account practical and methodological advice and comments of the supervisor or the consultant following the procedure set in the preparation programme.

103. If there is for objective reasons a change of the supervisor, further supervision of the thesis usually follows the prepared thesis writing plan and the methodological instructions provided by the newly appointed supervisor.

104. If a student continues his / her studies after a study break or academic leave, the former or newly appointed thesis supervisor assesses whether the topic still present relevance and novelty for academic research. If the thesis supervisor finds that the alterations in the relevance and novelty of the topic are substantial, the student is offered another topic that is as close as possible to the previous topic. The student may also choose a new dissertation topic from the list of topics submitted to the SPC, waiving the restriction deadlines for the choice of the dissertation topic, or propose his / her topic in accordance with the requirements set forth in item 96 of this Procedure.

105. A student shall hand in the completed final thesis to the supervisor no later than one month before the appointed date for the defense of the final thesis indicated in the study schedule. The student's Declaration of Academic Integrity is attached to the final thesis project (Annex 8).

Defense and assessment of the final thesis

106. The Supervisor of the final thesis informs the student at least ten working days before the date of the defense whether the completed work is defensible. After the supervisor confirms that the prepared final thesis suitable to be defended, the student must upload it to IS “Studijos” no later than ten working days before the defense, and the supervisor must give his / her consent through the system to defend the thesis. The supervisor only gives their consent after checking the completed thesis by the antiplagiarism software. The supervisor informs the secretary of the Defense Committee (hereinafter the Defense Committee) of the assessment of the final work. The uploaded final thesis is archived at IS “Studijos” for five years after the defense of the final thesis.

107. If the supervisor does not give their consent for the defense of the final thesis, the student may, no later than within two working days from the date of the supervisor's decision, apply to the SPC, who decides whether to give consent for the defense of the thesis within three working days.

108. The head of the institute or department shall appoint a reviewer who will be also registered in the information system Studijos.

109. No later than two weeks before the commencement of the defense of the final thesis, a the Defense Committee and the Qualification Committee for awarding a bachelor's and master's degree (hereinafter the Qualification Committee) shall be formed. The Chairperson and members of the Defense or the Qualification Committee and the Qualification Committee are approved by the Rector on the proposal of the head of the academic unit. Depending on the number of students defending their final theses, several Defense Committees of the same field of study may be formed. The Defense Committee consists of a Chairperson, a vice-Chairperson and members. The minimum number of members of the Defense Committee is 3 (three). At least one third of the members of the Defense Committee must have a doctoral degree in the field of study in which the final thesis is defended. At least one member of the Committee, usually the Chairperson of the Defense Committee, must be a representative of the social partners or a professor or associate professor at another higher education institution. The head of the academic unit appoints the secretary of the Defense Committee to perform the administrative functions of the Defense Committee.

110. The Defense Committee consists of a Chairperson, a vice-Chairperson and members. The Vice-Rector for Academic Affairs is usually appointed the Chairperson of the Qualification Committee. The members of the qualification commission are usually study program managers, professors, associate professors. The head of the academic unit is an *ex officio* member of the Qualification Committee.

111. Members of the Defense Committee are granted access to the final thesis of IS “Studijos” ten working days before the defense.

112. No later than ten working days before the beginning of the defense of the final thesis, the study manager of the institute (department) draws up the schedules of the final thesis defense meetings. It is recommended to defend no more than ten final thesis per day in one Defense Committee.

113. No later than two days before the defense, the reviewer uploads a review to IS “Studijos”, in which he/she evaluates the work positively or negatively and informs the Secretary of the Defense Committee of the evaluation.

114. The final works are defended in an open Defense Committee meeting.

115. The defense meeting may be recorded in accordance with the requirements set out in Chapter VIII of this Procedure.

116. During the defense, the author of the final work briefly (up to 10 minutes) presents his / her work reviewing the research problem, work goal (s), objectives, hypothesis (if any), research object, research results, appropriateness of applied research methods, introduces conclusions and (or) recommendations and justifies them. During or after the presentation of the final work, the members of the Defense Committee or other persons participating in the defense meeting may give questions to the author of the final work. After the review is presented, the author of the final work responds to the comments. During or after the presentation of the final work, the members of the Defense Committee or other persons participating in the defense meeting may ask questions to the author of the final work. After the author of the final paper has answered the questions, the work supervisor is passes his/her comment.

117. If the supervisor is unable to attend the defense meeting, he / she must submit, in writing, their comments on the final work to the secretary of the Defense Committee.

118. If the reviewer is not present at the meeting, the written review shall be read by one of the members of the Defense Commission. If the reviewer evaluates the final work negatively, the participation of the supervisor and the reviewer in the defense meeting is mandatory.

119. The criteria for the assessment of the final thesis and its defense and their ration in the final evaluation are as follows:

119.1. Preparation of the thesis, scientific level, justification of the relevance of the problem(s) chosen for research, justification of novelty (applies only to master thesis), formulation of the research aim, tasks and defense statement suitability of research methods, significance and statistical reliability of the data, level of interpretation of research results, relevance of conclusions and suggestions to the objectives, their clarity, validity and applicability in practice, integrity; content completion (the presence of all required structural elements of the thesis, the suitability of the scope of work and the balance between the length of structural parts, adequacy of the titles of the separate parts to their content and to the overall topic of the thesis), quality of publication (quality of print, visual material), language and ideas consistency and literacy, accuracy of work, proper presentation of tables, pictures, questionnaires, lists of participants, proper presentation of statistics, citations and adherence to the rules of literature list compilation.) Coefficient ratio – 0,60.

119.2. Quality of the defense (the student`s skill in presenting the work, quality of slide presentation, ability to answer the questions). Coefficient ration – 0,40.

120. The content of the final thesis according to the evaluation criteria specified in item 119.1 of the Procedure is assessed by the supervisor of the final thesis, the reviewer and the Defense Committee. The grade is determined by deriving the average of the sum of the grades given by the members of the Defense Committee, the thesis supervisor and the reviewer. If the supervisor or the reviewer of the final work is at the same time a member of the Defense Committee, then they assess the final work according to item 119.1. only in the capacity of the supervisor or the reviewer.

121. The quality of the final thesis defense according to the assessment criteria listed in item 119.2 of this Procedure is evaluated by the members of the Defense Committee The grade is

determined by deriving the average of the sum of the grades of the members of the Defense Committee. If the supervisor or the reviewer of the final thesis is also a member of the Defense Committee, then he / she does not assess the quality of the defense.

122. The final assessment of the final thesis is determined on the basis of the assessment specified in items 120 and 121 of this Procedure by computing coefficient ratios identifies in items 119.1. and 119.2. and completing the summary statement of the final assessment of the final thesis (Annex 9). If any of the grades specified in items 120 and 121 of this Procedure is below grade 5 (five), the final assessment of the final thesis is negative. The final assessment is recorded in the defense minutes and the Chairperson of the Defense Committee or his / her deputy enters the final grade into the final thesis evaluation journal in IS "Studijos".

123. A student who fails to defend the final thesis at the moment of the announcement of the grade is offered by the Defense Committee to introduce corrections into the final work or to prepare a new thesis on a different topic of choice. If the student decides to prepare a new work on a different topic, the student chooses the topic from the list of topics provided by the SPC, waiving the deadlines restricting the choice of the final work topic or may propose his / her topic in accordance with the requirements of item 96.

124. The defended master's thesis, assessed as "very good" or "excellent" are uploaded to the information system of the Lithuanian Academic Electronic Library (eLABa).

Organization and implementation of the final thesis defense remotely

125. The defense of the final thesis remotely (hereinafter remote defense) is organized if so is approved by the Defense Committee. If, due to objective reasons, the defense of final thesis is not possible at the University premises for a certain period of time, by the order of the Rector all defenses of final theses scheduled for that period shall be carried out remotely.

126. A student who, for objective reasons, is unable to attend the remote defense submits an application for the remote defense to the head of the academic unit no later than five working days before the scheduled date of the remote defense. The secretary of the Defense Committee informs the student about the decision and, in case of a positive decision, provides information about the procedure and requirements for the remote defense.

127. The remote defense meeting is organized by the Defense Committee.

128. The remote defense is organized using a video conference tool Microsoft Teams (hereinafter MS Teams). If the technical requirements specified in this Procedure are met, the remote defense meeting may be organized using other tools by the decision of the Defense Committee.

129. The participants of the remote defense meeting must ensure that during the remote defense meeting there are no unauthorized persons on the premises along with the participants to interfere in the defense meeting; devices (telephone, television, radio, etc.) that can emit extraneous sounds and interfere with other participants` defense process are disconnected.

130. The remote defense meeting participants` (members of the Defense Committee, the supervisor, the reviewer) cameras shall be turned on throughout the whole defense meeting, and the microphones are turned on only when talking. The cameras may be turned off only when the connection quality is poor. During the defense session, the student turns on the camera and microphone only for the period of the defense of his / her final work.

131. In order to ensure the privacy of the individual, it is recommended that the participants of the remote defense meeting use an environment change tool.

132. The student must have the document specified in item 32 of this Procedure during the remote defense meeting. Before the start of the defense meeting the Chairperson or deputy Chairperson of the Defense Committee individually asks the student to present the document and, only after verifying the student's identity, allows the defense of the thesis.

133. Remote defense is organized according to the following procedure:

133.1. No later than ten working days prior to the day of the remote defense meeting in the academic unit, a responsible employee (hereinafter the remote defense administrator) shall be appointed to administer the final thesis defense remotely using the *MS Teams* tool or a similar digital environment.

133.2. The remote defense administrator creates a link to the virtual meeting room and sends defense meeting participants invitations by entering their email addresses. The MS Teams administrator also creates a separate meeting room (virtual room) for the members of the Defense Committee only.

133.3. Before the defense meeting, the members of the Defense Committee get acquainted with the final thesis. For this purpose, the remote defense administrator usually uploads the students' final thesis to a network medium (such as a network drive) and sends a link to non-University members of the Defense Committee no later than three working days before the defense meeting.

133.4. The remote defense administrator or other responsible employee shall inform the students about the procedure and requirements for the remote defense by e-mail no later than seven working days before the remote defense.

134. The remote defense meeting is organized in accordance with the requirements specified in items 114-118 of this Procedure.

135. The remote defense meeting is organized in the following order:

135.1. At the beginning of the remote defense session, the Chairperson of the Defense Committee or his / her deputy provides information on the course of the defense meeting, requirements and the order of defense. Students are informed that the entire defense session will be recorded using a remote defense tool or with the help of another device.

135.2. During the presentation of the final thesis, the student shows a presentation prepared in *Microsoft PowerPoint* or in another software by sharing the image of their computer screen.

135.3. When all students complete their defense, The Defense Committee announces the end of the final thesis defense. The Chairperson of the Defense Committee informs the participants of the defense meeting that the discussion of the final works and the voting on the evaluation will take place in the virtual meeting room for the members of the Defense Committee only.

135.4. After the discussion and voting, the members of the Defense Committee return to the remote defense meeting and announce the end of the remote defense meeting. After the remote defense meeting, the student is informed about the received grade by contacting the student individually by *MS Teams*.

135.5. The defense minutes generated by IS "Studijos" are signed by the members of the Defense Committee according to the pre-agreed method of signing the documents. The signing of the aforementioned documents is coordinated by the Secretary of the Defense Committee.

136. If the connection with the student or any member of the Defense Committee is lost due to the connection problem during the remote defense meeting, the meeting is suspended and an attempt is made to reconnect. If within 5 min. the connection is not to be restored with the student on the same or other similar platform and, if it is possible, another student in line shall be invited to defend the thesis. A student whose defense of the final thesis has been suspended due to connection problems is given the opportunity to defend the final thesis at the close of the defense session. If within 20 min. the student defending the thesis last fails to reconnect the defense meeting for that student is terminated. The academic unit shall set a new date for the defense meeting within five working days from the date of the first defense. If a member of the Defense Committee cannot reconnect on the same or other similar platforms, but the quorum of the members of the Defense Commission is present, the defense meeting shall be continued. In the absence of the quorum, the defense shall be adjourned. The academic unit shall set a new date for the defense meeting within five working days from the date of the first defense.

VIII. THESIS DEFENSE RECORDING, STORAGE AND PROTECTION OF PERSONAL DATA

137. In order to ensure academic integrity and in compliance with the procedural requirements, the report may be recorded in accordance with the Article 6.1 (f) of the Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC of the 27th of April 2016 (hereinafter referred to as BDAR). The final assessment implemented orally, RAOS, remote final exam and the defense of the final thesis must be recorded.

138. Records may be reviewed for appeals on assessment of academic performance, for identification of possible violations of academic ethics, or for other dispute resolution procedures.

139. Before starting the assessment, students are informed about the recording of the assessment.

140. The University lecturer or the responsible employee of the academic unit informs the Digital Studies Group of the Center for Academic Affairs (hereinafter - ARC SSG) about the assessment, which will be recorded, indicating the subject title and the assessment date.

141. The University takes organizational and technical measures to ensure that the record is processed and stored in accordance with the BDAR, with the University's policy on the processing of personal data, and with other internal legal acts regulating the protection of personal data.

142. Students have the right to access the assessment record. Students wishing to access the assessment record should contact the University Data Protection Officer by e-mail dap@mruni.eu from the e-mail box provided by the University.

143. The assessment record shall be kept for five working days after the date of publication of the results. Upon submission of an appeal or complaint in accordance with the procedure established by the University, the records shall be kept until the end of the processing of the appeal or complaint.

144. The assessment recording made by using the BigBlueButton video conferencing tool is stored in the Moodle environment. After the date specified in item 143 of this Procedure, the assessment record is removed from the study subject environment by the University lecturer, the final examination record is removed from the final examination environment by the responsible employee of the academic unit. ARC SSG oversees the removal of an entry from the Moodle environment.

145. The assessment recording made by using MS Teams or another video conferencing tool is generated in MS Teams or another platform and transmitted to the ARC SSG by the University lecturer or by other responsible academic staff member, who places the record on the One Drive network media. The university lecturer or other responsible employee of the academic department must remove the assessment record from the MS Stream or other system. After the deadline set in item 143 of the Procedure, the ARC SSG responsible employee shall delete the assessment record from the One Drive network media.

IX. ENSURING ACADEMIC ETHICS DURING THE EVALUATION OF LEARNING OUTCOMES

146. During the assessment of the learning outcomes, students must comply with the standards of the University Code of Academic Ethics.

147. In his / her electronic study book, the student signs the pledge of Academic Integrity in a standardized form for each study year (Annex 10).

148. During the assessment, the student must follow the established assessment procedure, behave in a correct manner and honestly, and do not interfere with other student's completion of the tasks.

149. During the remote assessment, the student must ensure that there are no unauthorized persons in the room where the assessment takes place, and during the remote defense that there are no unauthorized persons who could interfere in the defense procedure.

150. The following is prohibited during the assessment:

150.1. Use unauthorized textual or other information material, mobile or other means of communication. Possession of unauthorized sources or facilities is considered sufficient proof that the student has used these facilities;

150.2. Receive assistance from others or give unauthorized help to others.

151. If the examiner suspects that the student is using unauthorized sources or devices during the interim assessment, final assessment, final examination, the student must show all efforts to dispel the suspicions. If a member of the defense commission suspects that a student is using unauthorized assistance during the defense of the final thesis, the student must help to dispel the suspicions. Refusal of the student to cooperate shall be treated as a proof of his/her dishonesty.

152. If the student fails to dispel the examiner's suspicions of dishonesty, the observer shall terminate the final or interim assessment. If possible, illegally used materials or tools shall be seized. If the student does not dispel the suspicions of the member of the Defense Commission, the Chairperson of the Defense Committee or his deputy shall terminate the defense of the student's final work. Within five working days, the observer of the examination, a member of the Defense Committee, informs the head of the academic unit where the student is studying in writing about the case of dishonesty. The examiner shall present the student's work and any unauthorized means or sources used (if any).

153. Only course papers and final theses that have been subject to formal antiplagiarism check are defended at the University. If plagiarism is found in the work submitted for defense during the formal examination, review or defense, the supervisor of a course paper or a final thesis, the reviewer of the final thesis or a member of the Defense Committee inform the head of the academic unit where the student is studying about the possible plagiarism and presents the student's work and indicates which parts of the work are plagiarized.

154. A student's academic paper is considered plagiarism when:

154.1. The paper or its parts contains texts of other authors copied verbatim without acknowledging the source or with acknowledging of the source but not enclosing the borrowed text in the quotation marks. The verbatim copying of another author's text without acknowledging the source or with acknowledging the source but not enclosing the text in the quotation marks is considered plagiarism if the copied text is more than one half of a page of the whole academic paper, that is, 900 characters with spaces.

154.2. The paper or its parts are paraphrased without acknowledging the source. The paraphrasing of a work by another author is considered plagiarism if it is more than one page of the whole academic paper, that is, 1800 characters with spaces.

154.3. The text, tables or figures of the written work contain data without indicating the source (except for the cases when the data is collected by the author oneself);

154.4. The written work was presented and defended in this or another scientific institution in Lithuania or abroad.

155. During the investigation of a possible violation of academic ethics, the student's studies are suspended by the order of the head of the academic unit. If the investigation does not confirm the fact of breaching the principle of fair competition, the studies and session shall be extended for a student for the time taken by the investigation in the alleged breach.

156. If the fact of academic dishonesty is established after the assessment of learning outcomes, the assessments of learning outcomes may be reviewed during the investigation procedure specified in item 155 of this Procedure.

157. Students breaching the principle of fair competition by copying, plagiarism or another deception related to the assessment of learning outcomes shall be expelled from the University for the gross breach of academic discipline.

158. The results of interim assessment, final assessment, final exams, a course paper and final thesis defense are published in IS "Studijos".

X. THE PUBLICATION OF RESULTS

159. The results of interim assessment, final assessment and course paper are entered into the journal by the University lecturer to whom the final assessment or a course paper is assigned according to the workload.

160. The results of the final examination and the final thesis shall be entered in the journal by the persons specified in item 76 and item 122 of this Procedure.

161. The results of interim assessments the lecturer of the study subject can enter into the journal from the start of the study course. The results of interim assessments are entered in IS "Studijos" no later than before the beginning of the session, and when teaching the study subject in cycles – no later than three working days before the final assessment date provided in the study schedule.

162. The result of the final assessment is entered only after the results of the student's interim assessments have been entered, unless otherwise provided.

163. Assessments credited for previously studied subjects are entered by a responsible employee who is also responsible for their accuracy.

164. If the student fails to attend the final assessment, the early final assessment or the retake of the final assessment, to which the student has registered and has not withdrawn the registration within the time limit provided for in item 39 of this Procedure, 'Did not turn up' will be recorded in the journal. If the student fails to come for the first retake of the final assessment, which takes place at the time scheduled in the study schedule, no record shall be made in the journal. If the student refuses to take the final assessment and possibly violates academic integrity, "Not assessed" will be recorded. If remote final assessment (including early assessment or final assessment) has been terminated due to connection problems, the record "Did not take place".

165. The university lecturer must complete the journal for the group assigned to him / her no later than within five working days, excluding the date of the final assessment. After this deadline, the lecturer must submit an electronic journal to the Vice-Dean for Academic Affairs for permission to extend the deadline for completion the journal for additional five working days through IS "Studijos".

166. If the University lecturer or the Chairperson or the Deputy Chairperson of the Committee specified in items 57 and 109 of this Procedure incorrectly entered the result of an interim or final assessment or a final thesis, they must submit an electronic application to the Vice-dean of the academic unit via IS "Studijos" for a permission to correct the error.

167. Electronic applications for the extension of the deadline for completing the journal or for the correction of an error may be submitted no later than thirty working days from the date of a final assessment, final examination or defense of the final work.

XI. THE AUDIT OF THE ASSESSMENT OF LEARNING OUTCOMES

168. The purpose of the audit of the assessment of learning outcomes (hereinafter -verification) is to assess the clarity of final assessment, final assessment tasks, their compliance with the level of the study cycle according to the descriptions of the learning outcomes of a certain study cycle (Annex 11) and / or non-partial principle of the assessment with regard to the Procedure of the Assessment of Learning Outcomes at Mykolas Romeris University (Annex 1).

169. The audit may be carried out on the initiative of the Center for Academic Affairs, the head of the academic unit or his / her delegate, or of at least one half of the students who have taken a final assessment (excluding retakes) or the final examination. Students' application for the audit shall be submitted to the Center for Academic Affairs no later than five working days after the publication of the assessment. The date of publication is not included in this period.

170. Students can request an audit of the final assessment, on the clarity of the final exam tasks, on the degree of compliance of these tasks with the study cycle. The audit of the non-partiality of the assessment is not performed at the request of students. A student, considering that the assessment of his / her tasks completion is not objective, has the right to appeal against the learning outcomes in accordance with the University Appeals Regulations.

171. The Rector or his / her authorized person, having received the recommendation of the Academic Affairs Center, decides on the expediency of such audit. Students are informed about the decision of the Rector or his / her authorized person.

172. The audit is organized by the Center for Academic Affairs. Lecturers of the University and (or) another higher education institution with a scientific degree in the field of study to which the study programme is assigned to audit belongs may be appointed as executors. The audit shall be carried out by at least three persons.

173. Audit is carried out on the basis of final assessment, final exam completed tasks (theses). If necessary, the material of cumulative score estimates are also used.

174. The results of the audit are generalized by the auditors on the Audit Form (Annex 12), and presented to the lecturer teaching the study subject, the head of the SPC and the head of the academic unit. If the audit was carried out at the request of the students who passed the final assessment or the final examination, the Center for Academic Affairs informs the students about the results of the audit.

175. If the auditors find that the tasks and / or assessments submitted for the audit are not entirely suitable and need to be adjusted, the arguments are examined and decision on improving the assessment of learning outcomes or changes in the teaching of the study subject and assessment of the learning outcomes are made by the SPC. The head of the academic unit is acquainted with the decision of the SPC.

176. If the audit was carried out at the request of the students who passed the final assessment or final examination and the auditors submit the conclusion specified in Item 175 of the Procedure, the Head of the Academic Department shall take a decision on retaking the final assessment or final examination.

DESCRIPTION OF THE SYSTEM OF THE ASSESSMENT OF LEARNING OUTCOMES

Threshold of passing	Level of study achievement	Grade and brief description of knowledge and abilities	Detailed description of knowledge and understanding	Detailed description of abilities
Passed	Excellent – knows the latest sources, theory and principles of the study subject (field) and can create and develop new ideas; is able to apply knowledge and solve complex and atypical problems of the field of study and related professional activities; can independently collect, evaluate, interpret data and make decisions based on it; is able to logically convey information, ideas, problems and solutions in communication with specialists of his / her field of study and other fields of study; have the learning skills necessary for further studies and self-study.	10 (Excellent) Excellent, exceptional knowledge and skills	Excellent, exceptional comprehensive knowledge and its application while resolving complicated practical problems. Independently studied additional material. Excellent understanding and use of concepts, ability to analyze them in the broader context of the subject. Thinks originally and independently. Excellent analytical and evaluation skills, insight. Excellent preparation for further studies.	Excellently applies theoretical knowledge. Excellently fulfils complicated non-standard tasks. Indefectible, exceptional quality of performance. Excellent skills of expression and presentation. Understands very well what and why he does.
		<i>More than 95 per cent of study objectives have been achieved</i>		
		9 (very well) Sound, good knowledge and abilities	Sound, good, comprehensive knowledge and their application while resolving complicated practical problems. Independently studied additional material. Excellently understands studied material, properly uses concepts. Thinks originally and independently. Very good analytical, assessment and synthesis skills. Very good preparation for further studies.	Applies theoretical knowledge very well. Fulfils complicated typical tasks easily. The quality of execution is very good. Very good skills of expression and presentation. Understands which methods, techniques he applies and why.
		<i>More than 85 per cent of study objectives have been achieved</i>		

<p>Typically knows the most important theories and principles of his / her study subject (field) and can substantiate the essential achievements of the study field; is able to apply knowledge in solving standard problems of his / her field of study or related professional activity; can independently collect, evaluate and interpret the data of his / her field of study required for decision-making; is able to convey the usual information, ideas, problems and solutions of the study field; have the learning skills necessary for further studies and self-study.</p>	<p>8 (well) Better than average knowledge and abilities</p>	<p>Better than average knowledge and its application while resolving practical problems. Familiarised himself with compulsory material. Is able to work independently with additional material. Understands concepts and principles, properly applies them. Provides good arguments and substantiates arguments with facts. Good preparation for further studies.</p>	<p>Properly applies knowledge. Correctly fulfils tasks of average complexity and more difficult tasks. Good quality of execution. Good skills of expression and presentation. Knows which methods, techniques to apply.</p>
	<p><i>More than 75 per cent of study objectives have been achieved</i></p>		
	<p>7 (average) Average knowledge and abilities, there are minor mistakes</p>	<p>Average knowledge, there are minor mistakes. Applies knowledge to resolve practical problems. Familiarised himself with the main material. Understands and uses concepts and principles. Several essential parts are linked into entirety. Is able to argument sufficiently well. Sufficient preparation for further studies.</p>	<p>Satisfactory quality of execution. Good quality of execution. Correctly fulfils tasks of average complexity. Sufficient skills of expression and presentation.</p>
<p><i>More than 65 per cent of study objectives have been achieved</i></p>			
<p>Threshold – knows the most important theories and principles of his / her study subject (field); is able to apply knowledge in solving simple problems of his / her field of study; may participate in the collection, evaluation and</p>	<p>6 (satisfactory) Applies knowledge to resolve not complicated practical problems.</p>	<p>Lower than average knowledge, there are mistakes. Applies knowledge to resolve uncomplicated examples. Familiarised himself with the main material. Satisfactory understands concepts, is able to describe received information in his own words.</p>	<p>Satisfactory quality of execution. Knows how to act by analogy. Correctly fulfils easy tasks but does not understand more difficult tasks. Satisfactory skills of expression and presentation.</p>

	interpretation of data in their field of study required for decision-making; is able to convey the main information, ideas, problems of the study field; have self-learning abilities.			While analysing concentrates to several aspects, but is not able to link them. Knowledge is applied based on provided examples.	aspect. Minimal preparation for further studies.
		<i>More than 55 per cent of study objectives have been achieved</i>			
		5 (poor) Knowledge satisfies minimal requirements Minimal sufficient abilities to resolve problems based on			Knowledge and abilities Applies knowledge to resolve uncomplicated examples. (Skills) satisfy minimal practical problems. Is able to act by analogy. requirements Simple naming of learnt concepts, retelling of
<i>Not less than half of study objectives have been achieved</i>					
Failed	<i>4 Unsatisfactory Minimal requirements are not satisfied</i>	4-1	failed Abilities do not satisfy minimal requirements	Knowledge does not satisfy minimal requirements	Abilities do not satisfy minimal requirements
<i>Less than half of study objectives have been achieved</i>					

**PROFESSIONAL FOREIGN LANGUAGE PROFICIENCY ASSESSMENT IN COMPARISON
TO THE LEVEL OF THE COMMON EUROPEAN FRAMEWORK OF REFERENCE FOR
LANGUAGES**

Grade	Level
10	C1
9	C1
8	B2
7	B2
6	B1
5	B1

TECHNICAL REQUIREMENTS FOR REMOTE ASSESSMENTS

1. The remote assessment participants` computers must be equipped with technically well-functioning video and audio transmission tools (video camera, microphone, headphones or speakers).

2. A reliable internet connection is required. It is recommended to use a wired Internet connection, and when using a wireless Internet connection (Wi-Fi), if possible, sit as close as possible to a Wi-Fi station, turn off the W-Fi connection in other devices in the premises.

3. Internet connection settings must meet the following requirements:

3.1. data acquisition speed must be at least 2 Mbps, preferably 5 Mbps;

3.2. data transfer speed must be at least 2Mbps, 5 Mbps is recommended;

3.3. jitter must not exceed 30 ms.

4. Before the official start of remote assessment, it is recommended to perform connection quality tests or establish a test connection to ensure that the information and communication technology used and the quality of the connection are sufficient.

**EVALUATION SHEET OF A MEMBER OF THE QUALIFICATION COMMITTEE OF A
FINAL EXAMINATION**

Assessments for final examination of _____

by the member of the Commission _____ ratings

(Name, surname)

Exam date – 20 .. year monthd.

No.	Student code	Grade		Signature
		in number	orally*	

* 10 points (excellent), 9 points (very well), 8 points (well), 7 points (average), 6 points (satisfactory), 5 points (poor), 4 points (unsatisfactory), 3 points (bad), 2 points (very bad), 1 points (entirely bad)

Member of the Qualification Committee of a Final Examination

(Signature)

(Name, surname)

SUMMARY OF THE GRADES OF THE FINAL EXAMINATION TESTS

(final exam)

Exam date – 20 .. y. monthd.

No.	Student code	Evaluation of 1 evaluator (<i>name, surname</i>)	Evaluation of 2 evaluator (<i>name, surname</i>)	Evaluation of 3 evaluator (<i>name, surname</i>)	Evaluation of 4 evaluator (<i>name, surname</i>)	Evaluation of 5 evaluator (<i>name, surname</i>)	Final grading (<i>arithmetic mean</i>)		Chairperson's of the Qualification Commission /signature/
							in number	orally*	

* 10 points (excellent), 9 points (very well), 8 points (well), 7 points (average), 6 points (satisfactory), 5 points (poor), 4 points (unsatisfactory), 3 points (bad), 2 points (very bad), 1 points (entirely bad)

Design:

Administrator
(Signature)
(Name, surname)

Chairperson
(Signature)
(Name, surname)

MYKOLAS ROMERIS UNIVERSITY

_____ **FACULTY / SCHOOL / ACADEMY**

_____ **STUDY PROGRAMME**

**MINUTES OF THE MEETING OF
THE QUALIFICATION COMMITTEE OF THE FINAL EXAMINATION**

20__-__-__ No. ____
Vilnius

Examination started __-__ hours, ended ____ hours.

Chairperson: _____

Vice-Chairperson: _____

Members of the Commission: _____

Administrator: _____

Secretary: _____

AGENDA:

_____ announcing marks of the final examination of the study programme.

CONSIDERED:

_____ the results of the final examination of the study programme.

IT HAS BEEN DECIDED On

20 __-__-__ hd. __. __ hours publish these _____ study programs

_____ the results of the final exam.

No. No.	Student code	Student name and surname	Student identification number	Exam evaluation		Notes	Chairperson signature
				in number	Orally *		
1.		<i>Surname Name</i>	<i>062555</i>				
n.							

* 10 points (excellent), 9 points (very well), 8 points (well), 7 points (average), 6 points (satisfactory), 5 points (poor), 4 points (unsatisfactory), 3 points (bad), 2 points (very bad), 1 points (entirely bad)

Chairperson

(signature)

(Name, surname)

Deputy Chairperson

(signature)

(Name, surname)

Members of the Commission

(signature)

(Name, surname)

(signature)

(Name, surname)

(signature)

(Name, surname)

Administrator

(signature)

(Name, surname)

Secretary

(signature)

(Name, surname)

Procedures for assessment of learning outcomes
Annex 7**Example of preparing coding stickers**

000001	000001		000015	000015		000029	000029
000002	000002		000016	000016		000030	000030
000003	000003		000017	000017		000031	000031
000004	000004		000018	000018		000032	000032
000005	000005		000019	000019		000033	000033
000006	000006		000020	000020		000034	000034
000007	000007		000021	000021		000035	000035
000008	000008		000022	000022			
000009	000009		000023	000023			
000010	000010		000024	000024			
000011	000011		000025	000025			
000012	000012		000026	000026			
000013	000013		000027	000027			
000014	000014		000028	000028			

ACADEMIC INTEGRITY PLEDGE20__-__-__
Vilnius

I, Mykolas Romeris University (hereinafter referred to as the University),

(Faculty / School / Academy, title of study programme)

Student

(Name, surname)

hereby confirm that this academic paper / term paper / Bachelor's / Master's final thesis

”

“

-
1. Has been accomplished independently by me and in good faith;
 2. Has never been submitted and defended in any other educational institution in Lithuania or abroad;
 3. Is written in accordance with principles of academic writing and being familiar with methodological guidelines for academic papers.

I am aware of the fact that in case of breaching the principle of fair competition – plagiarism – a student can be expelled from the University for the gross breach of academic discipline.

(Signature)

(Name, surname)

Defense Commission

SUMMARY OF FINAL THESIS ASSESSMENT GRADES

Date of the defense of the final thesis: 20YY..... MM.....DD.

No.	Student's name and surname	Assessment of the content of the final thesis			Assessment of the content of the final thesis (arithmetic mean)	Assessment of the content of the final thesis after applying 0.6 coefficient	Assessment of the defense of the final thesis					Assessment of the defense of the final thesis (arithmetic mean)	Assessment of the defense of the final thesis after applying 0.4 coefficient	Final grading <i>0.6 coefficient + 0.4 coefficient.</i>		Chairperson of the Defense Commission / Deputy /signature/	
		Assessment of the supervisor (name, surname)	Assessment of the reviewer (name, surname)	Assessment of members of the Commission (arithmetic mean)			Assessment of Commission member 1 <i>(name, surname)</i>	Assessment of Commission member 2 <i>(name, surname)</i>	Assessment of Commission member 3 <i>(name, surname)</i>	Assessment of Commission member 4 <i>(name, surname)</i>	Assessment of Commission member 5 <i>(name, surname)</i>			in numerical terms	in words*		

* 10 points (excellent), 9 points (very good), 8 points (good), 7 points (average), 6 points (satisfactory), 5 points (poor), 4 points (unsatisfactory), 3 points (bad), 2 points (very bad), 1 points (entirely bad)

Secretary
(Signature)
(Name, surname)

Chairperson / deputy
(Signature)
(Name, surname)

ACADEMIC INTEGRITY PLEDGE***Academic Integrity Pledge (student confirmation electronically)***

Name, surname of student/unclassified student: _____

Study programme: _____

Title of study subject: _____

Date: _____

Academic Integrity Pledge

I HEREBY PLEDGE to accomplish tasks of this examination fairly and independently, without resorting to any unauthorized sources of information or assistance of other persons, in full compliance with the principles of academic integrity and transparency of the assessment of learning outcomes .

I SIGN THIS

EXPLANATION OF THE STRUCTURAL ELEMENTS OF THE DESCRIPTIONS OF THE STUDY CYCLE RESULTS

Structural elements of the description of learning outcomes	Explanations
Knowledge, their application	Describes common knowledge, its application in the fields of studies and professional activities.
Ability to conduct research	Various work skills with data are described, for describing data collection and analysis methods and techniques required to solve operational problems, for applied and fundamental research, and implementation of innovations.
Specific abilities	Describes the ability to use special methodological, technical, organizational and other tools to solve professional and study tasks.
Social skills	Describes communication and cooperation skills, knowledge, understanding and skills transfer, applied in various professional and study situations, the level of ethical and civic responsibility assumed.
Personal abilities	Describes the requirements of personal and professional development, creativity, independence, values.

DESCRIPTION OF LEARNING OUTCOMES OF THE FIRST CYCLE

Parts of the description of first learning outcomes	Explanations	
	Professional bachelor	Bachelor
Knowledge, their application	Professional knowledge based on the latest discoveries, which provides practical knowledge of the field of activity, which is able to be applied in identifying and solving complex problems of a specific or abstract field of activity.	Integrated professional activity and study field knowledge based on the results of new fundamental and applied research, which provides a diverse theoretical knowledge of the field of study and professional activity, which can be applied in a wide range of interdisciplinary fields of study or professional activity.
Ability to conduct research	Ability to collect and analyze data required to solve specific problems of professional activity and innovation.	Ability to collect and analyze data needed to solve important scientific, professional problems, cultural and artistic creation, using the achievements and methods of fundamental and applied research.
Specific abilities	Ability to plan, organize, carry out and evaluate practical	Ability to plan, organize, carry out and evaluate activities in the context of professions and

Parts of the description of first learning outcomes	Explanations	
	Professional bachelor	Bachelor
	activities in specific areas of professional activity, independently choosing technological, organizational and methodological tools. Ability to plan, organize, carry out and evaluate activities in the context of professions and studies, independently choosing complex technological, organizational and methodological tools.	studies, independently choosing complex technological, organizational and methodological tools.
Social skills	Ability to communicate with professionals and other people in solving professional tasks. Able to work individually and in a team. Takes responsibility for the quality of one's own and the team's activities and its evaluation in accordance with professional ethics and citizenship. Able to convey knowledge and understanding of the field of activity to learners.	Ability to communicate to specialists and community on professional issues and professional achievements and results Able to work individually and in a team. Takes responsibility for the quality of one's own and the team's activities and its evaluation in accordance with professional ethics and citizenship. Able to transfer knowledge and understanding of the field of study and activity to professionals and other learners
Personal abilities	Able to study independently in their professional field. Acts with a sense of moral responsibility for the impact of its activities and its results on social, economic, cultural development, well-being and the environment.	Able to study independently in their professional activities and studies and plan the learning process. Acts with a sense of moral responsibility for the impact of its activities and its results on social, economic, cultural development, well-being and the environment.

DESCRIPTION OF LEARNING OUTCOMES OF THE SECOND CYCLE

Description of second study cycle results	Explanations
Knowledge, their application	The results of fundamental or applied research (research parts of art projects) based on the latest knowledge in the field of study or activity, which could be applied in solving tasks in a new or unknown environment,

	conducting research or engaging in professional artistic activities, introducing innovations.
Ability to conduct research	Ability to analyze, synthesize and evaluate research data required for studies, scientific (artistic), professional activities and innovation, is able to integrate knowledge and manage complex situations, make decisions when detailed and defined information is not available, evaluate alternative solutions and potential environmental impact.
Specific abilities	Ability to apply existing knowledge and based on it construct new tools (technical, methodological, informational, organizational-managerial) required for research, studies, cultural and artistic activities or innovation.
Social skills	Able to convey summary information in a clear, reasoned manner to professionals and others, critically evaluating it; able to work individually and in a team; take responsibility for the quality of one's own and the team's activities and its evaluation in accordance with professional ethics and citizenship; takes responsibility for improving one's own and the team's performance.
Personal abilities	Able to independently plan the learning process, independently choose the direction of improvement and continue to develop (learn) independently. Ability to use knowledge of research (artistic activity), have research experience and systematic and strategic thinking skills for independent professional activity and research work (artistic activity). Ability to make innovative decisions, assessing the possible social and ethical consequences of activities. Acts with a sense of moral responsibility for the impact of its activities and its results on social, economic, cultural development, well-being and the environment.

DESCRIPTION OF LEARNING OUTCOMES OF THE THIRD CYCLE

Description of third study cycle results	Explanations
Knowledge, their application	Up-to-date systematic knowledge of research or artistic activity, which could be applied in the development of new fundamental knowledge and ideas in solving strategic operational challenges.
Ability to conduct research	Ability to propose, analyze, synthesize, systematize and critically evaluate new and complex ideas, search for original strategic solutions of scientific, artistic and social significance, solve complex problems of scientific, social and cultural development, professional activity or artistic activity. Ability to plan and conduct fundamental and applied large-scale research or cultural and artistic projects that significantly expand the boundaries of knowledge.

Specific abilities	Ability to create original tools and instruments for research, studies, cultural and artistic activities, innovation based on the latest knowledge acquired by research. Able to work intellectual, artistic and creative work independently.
Social skills	Ability to communicate with colleagues, scientific community and society, conveying innovations in their field of activity and perspectives of further development, to develop creative activities and culture, to promote technical, social and cultural progress conducive to the development of society.
Personal abilities	Ability to improve, design further learning perspective for oneself and the team of experts; take responsibility for critically evaluating strategic decisions in one's field of activity, able to react without delay to dynamic changes in the social, economic, cultural and technological environment, reveal and develop creative intellectual abilities of a person.

Procedures for assessment of learning outcomes
Annex 12

Evaluations of the learning outcomes of the subject

CHECKLIST

Title of study subject:

Cycle of study in which the subject is taught (underline): I (bachelor) II (master) III (doctoral)

Summary of the inspection and justification of the conclusions

Clarity of assessment tasks:

Appropriateness of the level of assessment tasks:

Compliance of task assessments with the ten-point criteria system: *

Conclusions (please tick):

- Audited assessments and assessment tasks are generally appropriate and objective.
- Audited assessments and / or assessment tasks are not entirely appropriate and need to be adjusted.

Auditors (name, surname, signature): _____ Date: _____

The lecturer responsible for the study subject: I HAVE READ THIS (signature, date) _____

Note from the lecturer (if any):

** Provided if a conclusion on the objectivity of the assessments is requested.*
