

DESCRIPTION OF THE STUDY PROCEDURE OF MYKOLAS ROMERIS UNIVERSITY

I. GENERAL PROVISIONS

1. The Description of the Study Procedure of Mykolas Romeris University (*hereinafter* the Description) establishes the system of studies at Mykolas Romeris University (*hereinafter* the University), general conditions for admission to studies and the organisation of studies, the system of assessment of study results, the rights and obligations of students and listeners, and their relations with the University.

2. For the purposes of this Description, the following terms are used:

2.1. Academic calendar – an arrangement of studies during the course of the study year, indicating semesters, holidays and session periods.

2.2. Academic unit – a unit of a university (faculty, school, academy) that manages separate fields or groups of fields of study.

2.3. Head of the academic department is the dean of a faculty, school or academy.

2.4. Students of a respective study stream – the cohort of students admitted to study in the same academic unit, the same study programme, the same study form and the same year.

2.5. Final assessment – during the session, and in the case of teaching of study subjects in cycles – after the completion of the teaching of the respective subject(s) of study, the final assessment of the student's achievements is carried out in the form of an exam or a credit test.

2.6. Hybrid studies are a way of organizing studies where different teaching methods are combined in a parallel manner, when students from the same group or stream study, communicate and collaborate through different media (physical or digital) at the same time.

2.7. Individual study schedule – an arrangement of study subjects (modules) and final assessment at certain dates on the basis of an individual study plan.

2.8. Individual study plan – an individual arrangement of study subjects (modules) and their assessment during the semester(s) is established (and, if necessary, changed) at the request of the student, the student of additional studies and with the permission of the head of the academic department.

2.9. Joint study programme is a study programme jointly developed and implemented by at least two higher education institutions (University and one or more partner higher education institutions), upon completion of which a double or joint degree is awarded.

2.10. Cumulative score – the sum of the percentage ratios of interim assessment.

2.11. Cumulative assessment is a method of evaluating students' achievements based on the results of a study subject, when calculating the final assessment, a cumulative score is summed with the positive exam grade.

2.12. Listener is a person who has entered into a study agreement with the University and is studying individual subjects (modules) of study programmes or is studying in additional studies.

2.13. Contact work is work in lectures, seminars, field work, final reports (and their retakes), work in commissions for the defence of final theses, consultations, participation in the dissertation defence council, as well as in other activities specified in the study schedule or in the implementation of the Blended Intensive Programmes (BIP) under the programme for the implementation of physical mobility in a foreign higher education institution, a partner of the University. Contact work can also be remote (carried out by means of digital studies). For a research assistant such work is assistance to the lecturer in lectures, seminars, with field work and during final assessments.

2.14. Blended studies (partially remote) are a way of organizing studies in which contact time (lectures, seminars, communication and collaboration) is carried out through a combination of physical and digital media, when all students in the same group or stream are managed in the same environment, either physical or digital, under the same conditions and intensity.

2.15. Module is a part of a study programme consisting of several subjects related in terms of content, which has a defined aim and is focused on certain study outcomes.

2.16. Remote contact work is work based on the use of modern information communication technologies, where the lecturer and the student are remote in space and/or time.

2.17. Additional studies are studies intended for persons whose higher education is insufficient for higher education studies in the desired field of study.

2.18. Pedagogical studies module is a part of the studies that consists of the study subjects and pedagogical practice necessary for the acquisition of the qualification, on the basis of which and upon the acquisition of competencies, the qualification of a teacher is granted.

2.19. Retake Week – a period for retake of the final assessment free of fees.

2.20. Professional studies are studies aimed at obtaining a qualification or preparing for independent practical activities.

2.21. Independent work is the study of educational, scientific and methodological literature, student work in groups, laboratories not directly supervised by the lecturer, preparation of research papers, preparation and implementation of projects and other independent activities of the student, which allow the development of general and special competencies provided for in the study programme.

2.22. Session – the period provided for in the study schedule for the storage of final assessment.

2.23. Student – a person who has entered into a study agreement with the University and is studying in the first, second, third cycle or in a professional study programme.

2.24. Subject of study is the smallest part of the content of the study programme, which has a defined goal and expected study results to achieve which at least 3 allocated study credits.

2.25. Study schedule – the arrangement of classes, internships, sessions, retaking weeks in a specific study programme during the course of the study year, indicating the days and weeks of the month.

2.26. Study credit (*hereinafter* credit) is a unit of study volume that calculates the average workload of a student or listener required to achieve study results.

2.27. Study programme is a set of studies in a particular field (fields) of study at a higher education institution and its description, which provides for the outcomes of studies and the

study content, learning activities, methods, tools, human and other resources required to achieve them.

2.28. Interim assessment –an assessment of the student's intermediate achievements is carried out before the beginning of the session, and in the case of teaching subjects in cycles –before the date of the final assessment provided for in the study schedule.

2.29. Interdisciplinary study programme is a first or second cycle study programme designed to achieve connected outcomes results in two or three fields of study.

2.30. Virtual study environment *Moodle* (*hereinafter Moodle* or *Moodle environment*) is an open source software used in the study process.

2.31. Other terms are used in the Description as they are defined in the Statute of the University and other legal acts of the University.

3. If there are any contradictions between this Description and the legal acts of the Republic of Lithuania, the legal acts of the Republic of Lithuania apply.

II. ADMISSION OF STUDENTS AND LISTENERS TO THE UNIVERSITY

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

5. The admission of students, except for the third cycle, and additional study students, is organised by the Student Admission Centre; admission for the third cycle by the Doctoral School of Social Innovation of the Centre for Science and Innovation (*hereinafter* the Doctoral School).

6. The admission of listeners, except for additional studies, and students transferring from one higher education institution and/or study programme to another, is organised by an academic department.

7. Persons who have acquired no least than secondary education or equivalent education in accordance with the University's admission rules are admitted to the first-cycle studies on a competitive basis.

8. Persons with a Bachelor's Degree or equivalent education are admitted to postgraduate studies. Persons with a Professional Bachelor's Qualification Degree or equivalent education are admitted to postgraduate studies in accordance with the University's admission rules.

9. Persons with a Master's Degree or equivalent education are admitted to the third-cycle studies.

10. Admission to study programmes which requires a recommendation document from the institutions of the system of internal affairs of the Republic of Lithuania or other statutory institutions is open only to the citizens of the Republic of Lithuania who according to their personal qualities, physical fitness and state of health qualify for the police officer's job, state border guard's and/or other statutory services.

11. Additional language proficiency requirements may be imposed on applicants to a study programme taught in a foreign language or to a joint study programme with a foreign higher education institution(s).

12. The procedure for the admission of students, except for the third cycle, and the procedure for the admission of students of additional studies is established in the University Admission Rules approved by the University Senate. The conditions and procedures for admission to the third-cycle studies are approved by the doctoral committees of scientific fields.

13. Study agreements of the approved form shall be concluded with students and listeners admitted to the University, and tripartite agreements with the relevant institutions shall be concluded with students enrolled in study programmes which require a written recommendation from the institutions of the system of internal affairs of the Republic of Lithuania or other statutory institutions.

III. STUDY SYSTEM

Study cycles and forms

14. Studies at the University are carried out according to degree-granting study programmes and non-degree-granting professional study programmes.

14.1. In the cases established in the Law on Science and Studies of the Republic of Lithuania, the University may also carry out Professional Bachelor's (collegiate) study programmes.

15. The degrees granting cycles of study are as follows:

15.1. First:

15.1.1. Professional Bachelor's Degree (collegiate). A student who has completed a Professional Bachelor's (collegiate) studies possesses a systematic knowledge and understanding of the recent achievements in the field of study; is able to apply the above in their professional activities; is able to plan, organize, carry out and evaluate practical actions in specific areas of professional activity, independently choose technological, organizational and methodological tools; acquires practical knowledge of the field of activity based on the latest advancements, which they are able to apply to the identification and solution of complex specific or generic problems of the field of activity.

15.1.2. Bachelor's Degree (university). A student who has completed Bachelor's (university) studies has a systematic knowledge and understanding of the recent achievements in the field of study; is able to apply the above in their professional activities; can formulate and justify optional solutions in their field of study; is able to collect and interpret data in the field of study that is key in solving important societal, professional or scientific problems; is able to convey information, ideas, problems and solutions to professional and non-specialist audiences; is a socially and civically mature person; manifests sufficiently developed independent study skills prerequisite for work activities and studies at the next level.

15.2. The second cycle provides Master's Degree. A student who has completed postgraduate studies at the University has a broad and systematic knowledge and understanding in the field of study, elaborating the knowledge acquired in the first cycle; is able to develop and apply ideas creatively using a research context; solve problems in a new or unfamiliar, multidisciplinary environment; integrate knowledge and solve complex problems with incomplete or limited information; make ethical and socially responsible decisions; convey scientific knowledge-based findings to professional and non-specialist audiences in a clear and unambiguous manner; possesses independent learning skills, which enable them to augment work experiences in a directed and creative way, to participate in social life and to proceed with their studies.

15.3. The third cycle covers Doctoral Studies. A graduate student who has completed his or her postgraduate studies at the University possesses a systemic scientific

understanding of his/her field of study and excellent research skills; demonstrates the ability to conceive, design, implement and carry out research in accordance with the provisions of scientific ethics; continually advances knowledge by their innovative and original research, performing significant work suitable for publication in international scientific media and addressing important problems of social development; is able critically to analyse, evaluate and systematize new and complex ideas; takes responsibility for complex decisions in the development of society and science; is able to communicate with colleagues, wider scientific and professional community and the general public on topics of their scientific expertise; promotes technological, social and cultural advancement in academic and professional environment and society.

16. The forms of study that award the degree are as follows:

16.1. full-time studies;

16.2. part-time studies.

17. The education acquired by studying in different forms of study is equivalent.

18. Non-degree-granting professional study programmes are designed to acquire qualifications or prepare for independent practical activities.

Scope and duration of studies

19. The scope of studies at the University is calculated in credits. Students' working time, measured by credits, is pre-requisite for achieving study results. The accepted amount of student work for a single-credit is 27 academic hours.

20. The usual duration of studies is calculated for the year of study. The scope of one year of study is 1600 academic hours.

20.1. Full-time studies have a one-year standard volume of 60 credits and a one-semester volume of 30 credits. A student has the right to choose another full-time study scope, but it cannot be lower than 45 credits per year.

20.2. Part-time studies have a typical one-year scope of 45 credits. A student has the right to choose another scope of part-time studies, however, the duration of such studies during the period of study may not be more than one and a half times longer than studies of the usual duration of the same programme in the full-time studies.

20.3. University students can choose the duration of their studies at their own discretion.

20.4. Limitations on the duration of studies related to the study content are indicated in the study programmes.

21. The scope of the first-cycle study programme at the University counts 180, 210 or 240 credits.

22. The scope of a postgraduate degree programme at the University counts 90 or 120 credits, with the exception of programmes for a Master of Laws (LL.M.), Master of Business Administration (MBA), or Master of Public Administration (MPA) degree, which can count 60 credits.

23. The scope of the third-cycle studies (excluding research work) is at least 30 credits.

24. The scope of additional studies does not exceed 90 credits, depending on whether the intended second-cycle studies fall in the same or a different field of study (group of fields) as the completed first-cycle studies before.

24.1. When the field of study chosen by the applicant and the field of study completed by the applicant belong to the same group of fields of study, the scope of additional studies may not exceed 60 credits.

24.2. When the field of study chosen by the applicant belongs to a different group of fields of study than his/her completed field of study of the first cycle, the scope of additional studies may not exceed 90 credits.

24.3. If a person intending to study at the second cycle requires more substantial knowledge and skills than additional studies can provide, he or she must acquire that knowledge and skills by applying and taking a university course of study.

25. The scope of professional studies is 60 or 120 credits.

26. The scope of studies in credits and the usual duration in years according to the forms of study are indicated in the study programmes.

Study programmes

27. Studies at the University are arranged according to study programmes approved by the University Senate and registered following the procedure established by legal acts of the Republic of Lithuania, third-cycle studies are arranged according to programmes approved by doctoral committees of scientific fields.

28. The university provides first, second, third cycle and professional study programmes.

29. The University carries out joint study programmes together with Lithuanian and foreign higher education institutions.

30. Study programmes consist of study subjects (modules).

31. The usual scope of study subject at the University covers 6 credits.

32. According to the educational objectives and the content of education, study subjects (modules) are divided into general, field of study and free subjects.

33. General study subjects (modules) are delivered to augment one's worldview and overall erudition. These study subjects (modules) must be from a different field of study than the study programme of students' study, unless the legal acts of the Republic of Lithuania regulating the study programme provide otherwise.

34. Study subjects (modules) in the field of study are intended to achieve the results of studies in the field and are necessary to acquire a qualification degree in that field of study. These subjects may also be from a field other than the students' study programme, but they are essentially related to the study results outlined in the programme.

35. Free study subjects are usually from a different field of study than the study programme, they are designed to provide additional knowledge and skills.

36. The study subjects (modules) of the study programme rank in the obligatory nature from compulsory to elective.

36.1. Compulsory study subjects (modules) are general subjects (modules) of the field of study, which are necessary to achieve the study results provided for in the study programme.

36.2. Electives (modules) are general subjects (modules) and those of the field of study that regarding the study results of the study programme may be alternatively chosen and are independently selected by students or listeners from a finite list of subjects included in the study programme.

36.3. The study programmes provide for the possibility for students or listeners to choose study subjects (modules) taught in other accredited higher education institutions at their own discretion.

37. In study programmes, study subjects (modules) are arranged according to semesters, their scope in credits is indicated.

38. A maximum of 5 study subjects (modules) are generally studied at the University per semester, as a rule, a scope of each subject is 6 credits. A different number of study subjects (modules) per semester and/or a different scope of subject in credits may be deemed when it is required by legal acts or the specifics of studies in that field.

39. The working hours of a student in each subject of study are classified into contact and independent working hours.

39.1. In the first-cycle studies, contact work must comprise no less than 20 per cent of the total volume of the study programme, and, no less than 10 per cent of the scope of the study programme with the participation of lecturers and students on-site (non-remote contact work), unless otherwise specified in the description of the field of studies. Different ratio may be established by the order of the Rector of the University.

39.2. In postgraduate and non-degree studies, contact work must comprise no less than 10 per cent of the total volume of the study programme, and, no less than 5 per cent of the scope of the study programme with on-site participation of lecturers and students (non-remote contact work), unless otherwise specified in the description of the field. Different ratio may be established by the order of the Rector of the University.

40. The study programme must comply with the general and special requirements for the implementation of studies established in the Description of the Lithuanian Framework of Qualifications approved by the Government of the Republic of Lithuania and the Description of the General Requirements for the Implementation of Studies approved by the Minister of Education, Science and Sports of the Republic of Lithuania, the Description of the Study Cycles, the Descriptions (Regulations) of the Field of Study (Group of Fields), if no other special requirements have been approved.

41. The University study programmes are prepared, updated annually and their quality monitoring is carried out in accordance with the Mykolas Romeris University Internal Quality Management Regulation approved by the University Senate.

Undergraduate study programmes

42. First-cycle university or collegiate degree programmes can be single-track, two-track, and interdisciplinary.

42.1. The study programme of the major track is the broader part of the two-track study programme dedicated to the study of subjects of the field of study in which the qualification degree is awarded. On completing the study programme in the major field the graduate is entitled to commence work according to the qualification granted. A student admitted to a study programme in the major field has the right to combine this programme with any other study programme of a minor field carried out by the University.

42.2. A study programme in a minor field is a narrower part of a two-track study programme dedicated to the study of subjects in a field of study other than the qualification degree awarded. Completion of the study programme in the minor field creates

preconditions for the commencement of basic studies of the same or higher level in the field of study in which the minor studies were completed.

43. The regular scope of the undergraduate study program is 180 and 210 credits.

44. If the List (Regulation) of the Field of Study (Group of Fields) approved in accordance with the procedure established by the legal acts of the Republic of Lithuania determines the scope of the study programme other than that indicated herein, the requirements of the List (Regulation) apply.

45. The description of the first-cycle two-track study programme which provides for a Bachelor's Qualification Degree in the major and minor fields of study lists the opportunities of choosing minor study programmes determined by the University. The requirements for the implementation of studies in the field of minor studies are approved by the University Senate.

46. The scope of the study programme, upon completion of which a double Bachelor's Degree in the major field of study and the minor field of study is 240 credits, of which:

46.1. 15 credits are awarded for general study subjects;

46.2. 165 credits are awarded for subjects in the major field of study;

46.3. 60 credits are awarded for subjects in the minor field of study.

47. At the university, the study process may be adapted to provide for students the opportunity of gaining Bachelor's Degrees in two different fields through parallel studies of two major degree programmes. The total scope of study programmes then is a minimum of 300 credits, of which, at least, 165 credits are awarded from the subjects of study of the first field, and the subjects of the second field of study, different from the first field, award 135 credits, if the remaining subjects in both fields repeat.

48. Persons who complete a first-cycle university study programme shall be granted a Bachelor's Qualification Degree or a Bachelor's Qualification Degree and Qualification of the relevant group of fields of study to which the field is assigned; and persons who complete a first-cycle collegiate study programme shall be granted a Professional Bachelor Qualification Degree or Professional Bachelor's Degree and Qualification of the respective group of fields to which the field of study is attributed.

49. Students completing a first-cycle university study programme and the pedagogical studies selected by a student receive a Qualification Bachelor's Degree in the study field and a Professional Qualification of a Teacher.

50. Students completing two-track studies, i.e. the major field of studies and the minor field of studies selected by the student receive a Qualification Bachelor's Degree in the major field and in the minor field of studies.

51. Students completing two major study programmes in two different fields of study receive two Qualification Bachelor's Degrees.

Postgraduate study programmes

52. Postgraduate study programmes are designed to prepare for independent scientific career or other type of career that requires scientific acumen and skills to analyse and apply the above. Persons who have completed a postgraduate study programme are awarded a qualification Master's Degree in that field.

53. The postgraduate study programme consists of obligatory subjects in the field of study, electives in the field of study determined by the University, and preparation and

defence of the final thesis. In cases established by the legal acts of the Republic of Lithuania, a final examination may also be included in the study programme.

54. The quality of the subjects of a postgraduate study programme shows more complexity and is more oriented towards innovations and advanced knowledge-based professional practice than the quality of the first cycle subjects. Depending on the nature of the study programme, postgraduate subjects may be designed to prepare directly for research work, professional career or to augment the scholarship of other fields when implementing an interdisciplinary study programme.

Joint study programmes

55. The purpose of a joint study programme is to provide students with opportunities to acquire more extensive knowledge and skills than can be provided by a study programme conducted by one higher education institution. The Joint Study Programme promotes the mobility of students and teachers, enabling students to take on study and scientific experience from different countries and higher education institutions.

56. A joint study programme is prepared and implemented in accordance with the Joint Study Programme Implementation Agreement signed by the University and the partner higher education institutions, which does not contradict the legislation in force in the countries of the University and the partner higher education institution.

57. A significant part of a joint study programme must be carried out on the basis of academic physical mobility, physical mobility of students is mandatory. The recommended amount of physical mobility is at least 15 credits, excluding the periods of emergency declared at national level, when physical mobility is not possible.

58. A joint study programme studies are completed by granting of a Joint Qualification Degree in accordance with the procedure agreed between the University and the partner higher education institution.

Professional study programmes

59. The University delivers professional study programmes.

60. A professional study programme (60 or 120 credits) is designed to prepare for independent pedagogical activities:

60.1. A 60-credit professional study programme in pedagogy is prepared on the basis of the pedagogy studies module (60 study credits), which, in accordance with the procedure established in the Higher Education Admission Rules, admits persons with higher education who meet the requirements for teacher qualification approved by the Minister of Education, Science and Sports of the Republic of Lithuania. Upon completion of this study programme, the qualification of a teacher is acquired;

60.2. A 120-credit professional study programme in pedagogy is prepared on the basis of the module of pedagogy studies (60 study credits) and the module of the subject (60 study credits), to which persons with higher education are admitted in accordance with the procedure established in the admission rules of the higher education institution. Upon completion of this study programme, the qualification of a teacher and competencies in the subject are acquired.

61. 60 credits are allocated for the acquisition of the qualification of a teacher, of which:

61.1. 30 credits are awarded for studies in the field of pedagogy (including at least 3 credits of the final thesis). The final pedagogy thesis must be related to or integrated into the final thesis of the field of study;

61.2. 30 credits are awarded for pedagogical practice.

Additional studies

62. Additional studies are intended for persons whose higher education is insufficient for higher education studies in the desired field. Additional studies are organized in the following cases:

62.1. when a person has completed college studies, except for the cases when the University Senate has adopted a resolution that a person who has completed specific college studies and enrolls in the relevant study programme(s) has sufficient practical experience of a fixed nature and duration, but no shorter than the period of one year;

62.2. when the chosen field of Master's Studies does not coincide with the major or minor university studies completed by the person, except in cases where the University Senate has adopted a resolution that the applicant to specific study programmes who has completed the above first-cycle university studies shows sufficient practical experience of a fixed nature and duration.

Third cycle studies

63. The purpose of the third cycle studies (doctorate) is to prepare scientists who are able to carry out scientific research and experimental development work independently and solve scientific problems.

64. Doctoral studies are an integrity of content of a scientific field or a part of interdisciplinary doctoral studies, research and experimental development work, methods and material tools combined with the presence of academic and professional personnel indispensable for the function of the doctoral studies. Joint doctoral studies programme is a shared doctoral programme with Lithuanian and/or foreign universities and/or research institutes.

65. Doctoral studies include studies, development of special and transferable skills, focused scientific research, dissertation preparation and other activities.

66. The procedure of doctoral studies is regulated by the University Regulations for Doctoral Studies in the relevant field of science.

IV. STUDY PROCESS

General provisions for the organization of studies

67. Studies are planned, organized, and carried out by the academic and administrative departments of the University. Studies at the University are coordinated by the Academic Affairs Centre. Third-cycle studies are administered and coordinated by the Doctoral School.

68. Studies at the University are conducted in Lithuanian. Other languages are used in the following cases:

68.1. The content of the study programme is associated with another language.

68.2. Study subjects are taught by lecturers of foreign higher education institutions.

68.3. Studies take place according to joint study programmes or study programmes, which award a joint or double qualification degree when completed, a part of these programmes is carried out in other countries; in non-state higher education institutions where the language is taught in a language other than Lithuanian, or corresponds to the cases set out in Item 68.1 or 68.2.

68.4. Studies are delivered according to study programmes intended for the study of international students or in the case of exchange studies.

69. Studies are organized according to study schedules. Study schedules are drawn up for semesters according to study programmes. The timetables indicate the forms of contact work, their time, duration and place.

70. When drawing up study schedules, consistency in the arrangement of study subjects (modules) according to the logic of the study programme and subject connections is observed.

71. First cycle full-cycle studies are usually carried out no later than before 6 p.m. on weekdays, unless otherwise arranged with the majority of the students' group consent.

72. The study schedule for each semester (lectures and final assessment) is usually published at least two weeks before the start of classes, but no later than one week before the start of the semester. Study schedules are published in June on the websites of academic departments.

73. Study schedules are compiled by the Academic Affairs Centre.

74. Studies can be organized taking into account the individual needs of students and listeners. A student or listener informs about their individual needs by filling out a questionnaire for students and listeners with individual needs in the e-booklet. Upon receipt of the data provided by the student or listener, the responsible employee of the University's Personnel Management Centre informs the responsible employees of academic departments or administration regarding the adaptation of the study environment or other measures to the individual needs of the student or listener.

75. With the permission of the head of the academic department, an individual study plan may be drawn for a student or listener of additional studies. An individual study plan is drawn taking into account the expected study results, individual needs, and the possibility to combine studies with professional and/or other employment.

76. A student or a student of additional studies who wishes to study according to an individual study plan shall submit an application to the head of the academic department, indicating the objective reasons for such a plan.

Academic calendar

77. An academic year at the University starts on 1 September and ends on 31 August, including holidays.

78. An academic year is divided into semesters and holiday periods. Usually, the study year consists of two semesters: autumn and spring. If necessary, a summer semester can be organized.

79. The calendar duration of a semester of full-time studies is 20 weeks, unless otherwise provided for by interinstitutional agreements.

80. Full-time students are provided with Christmas holidays and holidays after the autumn semester exam sessions, which are published in the study schedules for each year of study. During the summer, students are granted at least one month's uninterrupted leave.

81. The academic calendar is planned for the whole year of study and is published on the University's website at the beginning of the calendar year.

Choice of study subjects

82. Full-time and part-time students choose the elective and free study subjects provided for in the study programme plan from 1 April to 10 April for the next study year in the e-booklet. In exceptional cases, with the permission of the Head of the Academic Department, the student may be given the opportunity to adjust their choices after the expiry of the established selection period.

83. Students who do not choose elective and free study subjects do not hold the right to attend lectures, seminars, participate in other contact work, hold interim assessment and final assessment, and are not granted access to the information resources for the study of these study subjects.

84. Elective subjects and free subjects provided for in the study programme curriculum are taught when chosen by the minimum number of students, 10, in the first or second cycle studies. In the absence of groups of this size, the subject for which the largest number of students have enrolled is taught.

85. Revisions to the study programme plan related to the choice of study subjects must be made and approved by the University Senate by 1 April. The general workload plans of the institutes of academic departments, formed according to the choices of study subjects for the next academic year and the planned results of admission of students and listeners, must be approved by the heads of the academic departments and submitted to the Academic Affairs Centre no later than 15 June.

86. Students supplement the study plans of study programmes approved by the University Senate by independently choosing the elective study fields and free subjects described in items 36.1 and 36.2 of the Description (when it is established in the study plan of the study programme) in accordance with the terms and procedure provided for in item 82 of the Description.

Organization of studies in a blended (partially remote) or hybrid way

87. Studies at the University can be carried out in a blended (partially remote) or hybrid way, using digital technologies, a virtual learning environment and combining synchronous and/or asynchronous methods of organizing classes.

88. The organisation of studies and quality assurance in a blended (partially remote) or hybrid way is regulated by the description approved by the order of the Rector of the University.

V. ASSESSMENT OF STUDY RESULTS

89. The assessment of study results must be transparent, fair and objective. The evaluation must be based on the criteria and procedures discussed in advance. The assessment is related to the aim of the study subject (module) and must measure the study results intended to achieve it.

90. In order to ensure active and consistent work of students during the period of study of the subject and objective assessment of study results, cumulative assessment is applied at the University. The overall assessment of the study results of the study subject is determined according to the assessment strategy provided for in the description of the study subject.

91. The results of studies are assessed by carrying out interim and final assessment. The study programme concludes with an assessment of the student's knowledge, skills, responsibility and independence through the defense of the thesis and/or the final exam.

92. Interim assessment is scheduled and completed before the beginning of the session, and in the case of study subjects taught in cycles, they are completed before the final assessment date. When the subject of study lasts for two or more semesters, the interim assessment may take the form of certification. Certification according to its legal consequences is equal to the final assessment and is carried out during the session.

93. Final assessment is arranged throughout session, and in the case of study subjects (modules) taught in cycles, after the completion of the teaching of the respective study subject(s) (module). The final assessment is carried out in the form of an exam or credit.

94. With the permission of the Head of the Academic Department, the final assessment may take place until the date of the final assessment provided for in the schedule. Final assessment can also be managed remotely, in accordance with the description approved by the Rector of the University.

95. Study results are evaluated by grades according to a ten-point assessment system associated with the levels of study achievement. A ten-point criterion assessment system is used to assess professional foreign language skills, equating the assessment score to the level of the Common European Framework of Reference for Languages approved by the European Commission. The levels of study achievement of study subjects (modules) are detailed in the descriptions of subjects (modules). The link between assessment scores and levels of study achievements is determined by the Procedure for the Assessment of Study Outcomes.

96. During the assessment of study and study results, students, listeners and lecturers must comply with the norms of the University's Code of Academic Ethics. In the events of detected violation of the principle of fair competition, copying, plagiarism or any other form of academic dishonesty related to the evaluation of study results, a student or listener may be expelled from the University for committing a gross violation of academic ethics without the right to apply for the University under the general procedure for up to five years. The statute of limitations does not apply to a written work in determination of a case of plagiarism.

97. A student's written work is considered plagiarism if:

97.1. A written work or its parts is written by transcribing a text by another author verbatim without acknowledging the source or by acknowledging the source, but without

distinguishing the transcribed text with quotation marks, and such text extends over more than half a page, i.e. 900 characters, including spaces;

97.2. A written work or its parts is written by paraphrasing another author's text without acknowledging the source and such text extends over one page, i.e. 1800 characters, including spaces;

97.3. The text, tables or pictures of a written work contain data without specifying the source (except in cases where the data is collected by the author himself);

97.4. The written work was presented and defended at one of the scientific institutions in Lithuania or abroad.

97.5. In the case of a sequence of publications, the text must indicate which parts of it are taken from previously written works by the same author.

97.6. In order to ensure academic integrity and transparency of the assessment of study results, only coursework and final theses checked in the electronic plagiarism checking system used by the University may be presented for defence at the University.

98. In order to ensure transparency, fairness and objectivity of the assessment of study results, students are granted the right of appeal for the evaluation of study results and compliance with the procedures in accordance with the University Appeals Regulations.

99. In order to assess the clarity and adequacy of the tasks of the final assessment, final examinations, and the compliance of their level with the level of study, the University may carry out a verification of the assessment of study results in accordance with the procedure for the assessment of the University's study results.

100. Other principles and procedure for the assessment of study results are established by the procedure for the assessment of university study results.

VI. ACADEMIC DEBTS

101. During the session or its extension, the failure to pass the final assessment or the failure to attend the final assessment or retake of the final assessment for which a student or listener has registered, the undelivered, undefended final thesis or failure to take part in defence, and other assessment scheduled in the study programme and failed are considered an academic debt.

102. A student or listener, who failed the final assessment or did not take it, has the right to retake this assessment once free of charge during retake week, and when study subjects are delivered in cycles, during the final assessment retake period indicated in the study schedule.

103. If a student or listener failed the final assessment or did not take it within the time provided for in Item 102 of the Description, the student or listener has the right to retake this assessment once during the next semester after paying the fee for the retake of the final assessment. A student or listener, who has failed to retake the final assessment, must repeat the subject of study the following semester after paying a fee for the credits of that study subject.

103.1. A student or listener has the right to refuse to retake final assessment, and repeat the subject of study after paying the fee for the credits of that study subject.

103.2. When repeating the study subject, the cumulative score is collected anew in accordance with the procedure provided for in the description of the study subject.

103.3. The repetition of the study subject takes place when a student or listener participates in the classes of the repeated study subject. In case of objective reasons, at the request of a student or the listener, the student or listener may be allowed to take individual interim assessment (except for attestations) with the consent of the head of the academic department.

104. A student with academic debts, at his own request and with the permission of the head of the academic department, may be allowed to repeat the study subjects (modules) after paying for credits for failed subjects or not completed subjects.

105. If a student has more than three academic debts at the end of the academic year, they cannot be promoted to a higher course. In this case, the student repeats the course, paying for credits for failed or not taken assessments of study subjects.

106. A student submits an application for repetition of the course or study subject (module) to the Head of the Academic Department within 15 calendar days from the beginning of the semester, if the subject of study is taught in cycles – not later than 15 calendar days before the start of the study subject (module), the student of the final year of study – not later than before the order of the Rector of the University to allow to take final examinations and/or defend the final thesis. Together with the application, a document confirming the payment for the repetition of the study subject (module) must be attached.

107. If, at the end of the academic year, a student with more than three academic debts does not express an intention to repeat the course within the first two weeks of the new semester, they are expelled from the University due to non-progress.

VII. NON-FORMAL AND/OR INFORMAL EDUCATION ASSESSMENT AND RECOGNITION OF COMPETENCES ACQUIRED

108. The competences acquired by a student or listener in the non-formal and/or informal way of education may be evaluated and recognized at the university.

109. The conditions, procedures and procedure for the assessment and recognition of competences acquired through non-formal and/or informal education (*hereinafter* the Recognition of Competences) are established by the Regulations for the Assessment and Recognition of Competences Acquired in Non-Formal and/or Informal Education at Mykolas Romeris University (*hereinafter* the Regulations).

VIII. INTERNAL ACADEMIC MOBILITY

110. Internal academic mobility includes changing a student's and listener's study programme, changing the form and manner of study, changing the funding of studies, discontinuing, interrupting and resuming studies, and partial studies.

Change of the study programme, form and method

111. It is possible for students of state-funded studies studying in the first and second cycle and professional study programmes to change the form of studies and/or study programme in the same group of fields of study in the same or another state higher education institution without changing the type of study programme (university, college studies) no earlier than after the completion of the first semester of the first year of studies,

for those receiving study scholarships – no earlier than after the completion of the first year of study.

112. A student who changes the study programme and/or form of study must complete the semester (in case of persons receiving scholarships, the year of study) without academic debts and apply in writing with a request to the higher education institution where he/she intends to continue their studies in accordance with the procedure established by the higher education institution but no later than 10 days before the start of the new semester. The application to change the study programme and/or the form of studies must indicate the study programme and/or study form studied and the intended to study programme or form.

113. Students of non-state-funded studies can change their form of study within the first four weeks from the beginning of the semester.

114. The vice-dean of the study department, which administers the University's studies, informs the student who is changing the study programme about his or her consent or refusal to accept or transfer the student no later than within 5 working days from the submission of the application.

115. A student who changes the study programme, having received a consent to study in another study programme in another or the same higher education institution, informs the department administering the studies of the current higher education institution within 3 working days.

116. The change of the study programme is formalised by terminating the existing study agreement and signing a new study agreement, and in case no change of the higher education institution – by concluding an agreement of the change of the study contract.

Change of study financing, determination of the cost of studies

117. A student whose first-cycle studies are funded by the state retain state funding for studies till the end of the semester if their study achievements meet the criteria for the study achievements of a successful student established in the Law on Science and Studies of the Republic of Lithuania, i.e. if they has no academic debts, has fulfilled all the requirements for the study programme during the assessment period and has achieved an excellent or standard level of study achievements. A student who has academic debts or whose academic achievements correspond to the threshold level has state funding for studies revoked, except for the case provided for in item 119 of this Description. If a student has state funding revoked, their study state-funding is transferred to a student studying in the same field of study, in the same course and in the same form of study in a non-state-funded place and who meets the criteria of a successful student. A student who agrees to move to the state-funded study place confirms their consent to an amendment of the study agreement.

117.1. A student is estimated to have achieved an excellent degree of study outcomes in the period of assessment, if at least four-fifths of the evaluations of the study subjects (modules) of the study year show excellent level grades, while the remaining subjects have typical level grades.

117.2. A student is estimated to have achieved a typical degree of study outcomes in the period of assessment, if at least three-quarters of the evaluations of the study subjects (modules) show excellent level grades, and the remaining subjects have threshold level grades.

117.3. A student is estimated to have achieved a threshold degree of study outcomes in the assessment period, if they has accounted for all study subjects (modules), but his/her study level grades do not reach the typical level.

117.4. A student who has lost state funding is given a possibility to study in a non-state-funded study place and the conditions applied for study financing are equal to conditions applicable to all other students of the respective study stream in non-state-financed study places. A student who agrees to step into non-state-funded study place confirms their acceptance of the amendment of the study agreement. If the student does not confirm their acceptance of the amendment of the study agreement, it is considered equal to their voluntary termination of their studies.

117.5. If the period of study of the subject (module) in the state-funded study place does not coincide with the year of study (due to the crediting of partial study results, academic leave or other reason), the study outcomes of this study subject (module) shall be included in the calculation of the level of study achievements of that study year, when the study results of this study subject (module) have been evaluated.

117.6. If a state-funded student, after including the results of their partial studies, ends up in a course that was adopted before the Law on Science and Studies of the Republic of Lithuania came into force, and loses state-funding, the vacant state-funded study place is occupied by the best student of the course in which the student has enrolled without the state-funding.

118. If there are fewer vacant state-funded study places than the number of applicants who meet the criteria of a successful learning, priority is given to students who have received more excellent level grades as evaluations in study subjects (modules) during the assessment period. If the students applying for newly opened places do not possess excellent level evaluations of study outcomes of the study subjects (modules), priority is given to students who have collected more typical level grades of the study subjects (modules). If the students applying for newly opened state-funded study places score equal number of excellent level grades of achievement in study subjects (modules), priority is given to students whose evaluations of study results in subjects (modules) are higher in grade points. If these criteria of assessment are identical, priority is given to students whose achievement levels of the previous year of study and evaluations of study results (in case of the second year – entrance competitive scores) are higher.

119. If there are no students studying in non-state-funded study places and meeting the criteria of a successful student in the first-cycle study course of the respective field of study and form of study, the state funding stays with the students studying in state-funded study places and without academic debts, though their level of study outcomes in the assessment period might be threshold.

120. If a student who has studied in a state-funded study place is expelled from the University or if they have their studies terminated, except for the cases provided for in paragraph 7 of article 77 of the Law on Science and Studies of the Republic of Lithuania, when the student changes the study programme and the form of studies within the study of the same group of fields of study, a student of the same field of study, form of study and course from a non-state-funded place of study is transferred to an open state-funded study place in accordance with the procedure established in Items 117-119.

121. The review of funding of the first-cycle studies is carried out within two weeks after the end of the study semester, except for the last semester of the final study year

122. Changes in the financing of studies are established by the Law on Science and Studies of the Republic of Lithuania and its by-statutory acts; organisation of payment for studies is defined in the Description of the Procedure for Payment of University Fees.

123. A person who has resumed studies at the University in accordance with the procedure established in item 128 of the Description, or a student transferred to a higher course after crediting of the results of studies, is subject to the same conditions of study financing as all other students of the respective study stream in non-state-funded study places.

Termination, interruption and resumption of studies

124. A student's or listener's studies are terminated by removing them from the lists of students, listeners or expelling them from the University.

125. A student or listener is removed from the lists of students, listeners:

125.1. at their own request;

125.2. on not returning from academic leave;

125.3. on not returning after suspension of studies;

125.4. students of study programmes whose study requires recommendations from the institutions of the system of internal affairs or other statutory institutions of the Republic of Lithuania in the event of dismissal from work in the system of internal affairs or in the statutory service, except for cases of dismissals for objective reasons (due to illness, reduction of posts, etc.);

125.5. after the expiry of the listener's contract;

125.6. in the event of death.

126. A student or listener may be expelled from the University:

126.1. due to the lack of progress;

126.2. failure to pay for studies on time;

126.3. for gross violations of the Statute, the Code of Academic Ethics of the University, the legal acts regulating studies and internal procedure without the right to apply for the University under the general procedure for up to five years;

126.4. failing to take or failing a final exam;

126.5. not defending or failing to defend a degree thesis;

126.6. if it turns out that false documents were submitted at the time of admission;

126.7. if it becomes apparent that the qualification acquired abroad is not equivalent to the secondary education or Bachelor's degree attested by a maturity certificate issued in the Republic of Lithuania;

126.8. if, in anticipation of the Rector's order for thesis defence or take of the final examination, the student possesses academic debts.

127. Students are removed from the student lists and expelled from the University by the Order of the Rector. The Order indicates the reason for the deletion and removal.

128. Students or listeners who have been removed from the lists or expelled from the University (except for lack of progress and for serious violations of the Statute, the Code of Academic Ethics of the University, studies and internal regulations) may resume their studies as paying students or listeners. Students who have been expelled from the University for not taking or failing the final exam or for not defending or failing to defend their final thesis may resume their studies and retake the final exam or defend their final thesis

upon payment of the fee set by the University. If the study programme is no longer implemented at the University, the student is offered another study programme in the same or another field of study closest to the former one.

129. Studies can be resumed once within a maximum period of five years from the deletion from the lists of students or listeners. If students are removed from the lists of students or listeners in the same study programme for the second time, studies can no longer be resumed. In such a case, admission to the University may be carried out in accordance with the general procedure.

130. Students who have been expelled from the University for failing to take or failing the final exam or who did not defend or failed to defend their final thesis may resume their studies and retake the final examination or defend their final thesis upon payment of the fee set by the University, but no later than within five years after the date of the first deletion.

131. A student or listener who has been removed from the lists or expelled from the University in accordance with the provisions of the Description may return to study at the beginning of the semester during which the studies were terminated.

132. Students or listeners expelled from the University for non-progress or for violations of academic ethics may apply for the University following general procedure of enrollment. Students or listeners who have been expelled from the University without the right to apply for the University under the general procedure for up to five years may re-apply to the University under the general procedure after the expiry of the established period of expulsion from the University.

133. A student's or listener's studies can be interrupted in two ways, i.e. by suspending studies or by granting an academic leave:

133.1. for a student of the last year, in the case provided for in item 134 of the Description;

133.2. by granting academic leave to a student or a student of additional studies in the cases provided for in item 135 of the Description.

134. Students who have completed Professional Bachelor's, Bachelor's, Master's or Professional study programmes, but who have not taken or failed final examinations for the first time, who have not defended or failed to defend their Professional Bachelor's, Bachelor's, Master's or Professional Studies final thesis, will automatically have their studies suspended for one semester. Students of Professional Bachelor's, Bachelor's, Master's studies who have repeatedly not taken or failed to pass the final examinations, who have not defended or failed to defend the final thesis of the Bachelor's, Master's or Professional studies may have their studies suspended, however, only for the period until the order of the Rector of the University to entitle them taking of final examinations, defence of the final thesis or the removal of students who have not taken/failed to pass the final examinations, who have not defended/failed to defend their final theses.

134.1. At the end of the period of suspension of the student's studies and upon submission of documents proving that there are objective reasons to continue the suspension of studies, suspension period may be extended up to one year. The total duration of the suspension of studies during the period of study may not exceed three years.

134.2. For students who have not taken the final exams and have not defended their final theses, the funding of studies does not change during the period of suspension of studies. Students who have not taken or failed to pass the final examinations, who have not defended or failed to defend their final theses must pay the fee determined by the Rector of

the University for the repeated take of the final examination or defence, except for the cases when studies have been automatically suspended for one semester.

134.3. Students in the final year of studies with academic debts can suspend their studies, but only until the order of the Rector of the University to entitle them to take final exams and defend their final thesis. A student may eliminate academic debts during the suspension of studies period after paying the fee set by the University.

135. At their request, students or additional study students may take academic leave due to:

135.1. permanent compulsory initial military service (*hereinafter* military service);

135.2. illness;

135.3. pregnancy and childcare;

135.4. personal reasons.

136. An academic leave is granted to a student (except for the third cycle) by the order of the Head of the Academic Department, to a third-cycle student granted by the order of the Rector of the University.

137. During the academic leave period, the financing of studies does not change.

138. An academic leave for personal reasons and due to illness is granted for one year, for military service – for the time provided for by law, for pregnancy and child care – for the period provided for by law, but not exceeding three years. An academic leave for personal reasons is granted once per study period.

139. At the end of the period of an academic leave, other than an academic leave for personal reasons and military service, and upon submission of documents proving that there are objective reasons to extend the leave, extension may be granted. Total duration of an academic leave due to illness may not exceed two years.

140. A student or listener returns after the academic leave to the beginning of that semester when the academic leave was granted.

141. In case of changes in the study conditions (scope, content, tuition fee of the study programme) during the interruption of studies, a new agreement or an annex to the agreement may be signed. If the study programme is no longer implemented at the University, the student is offered another study programme in the same or another field of study closest to the former programme.

142. At the end of the period of interruption of studies, students who do not return to continue their studies or who do not submit an application for continuation of studies or who do not satisfy the application for the extension of interruption of studies shall be removed from the lists of students no later than within one month from the end of the period of interruption of studies.

Partial studies

143. Partial studies are the study of a student according to a part of the study programme in the same or another higher education institution in Lithuania or another country. The results of partial studies are evaluated and confirmed by a certificate.

144. In order to promote the international aspects of studies, students may be sent to higher education institutions in other countries for studies (on-site, blended or virtual modes) under international, interdepartmental, inter-university and other cooperation agreements and student exchange programmes, in accordance with the terms of cooperation

agreements or student exchange programmes; or be sent to a self-selected accredited higher education institution as partial students. Students from accredited higher education institutions in other countries can carry out part of their study programmes at the University under student exchange programmes, cooperation agreements or as students of free mobility.

145. The total duration of partial studies in other higher education institutions may not exceed 50 per cent of the total duration of the study programme, unless otherwise specified in legal acts or contracts.

146. All students leaving for partial studies must conclude a tripartite partial study agreement with the University and the host higher education institution before the start of their studies, in which the part (content) and scope of the study programme corresponding to the field and level of study are agreed.

147. All students of partial studies must pay for their studies at the receiving higher education institution. Successfully completed partial studies at the University are credited without restrictions, provided that no violations of the tripartite partial study agreement are established.

148. For students who have the partial study agreement incompletely fulfilled the Vice-Dean of the Academic Department sets a deadline for studies and appoints the subject(s) the student must attend at the University. If the student's study conditions (scope, content, tuition fee) have changed during the student's partial studies, an agreement on the change of the study agreement shall be concluded with the student who has returned to repeat his studies.

149. International student mobility for partial studies (mobility for studies) under exchange programmes or cross-border, interdepartmental, inter-university and other cooperation agreements are organised by the Academic Departments and the International Office on the basis of the terms of the student exchange programmes and cooperation agreements and the description of the mobility organisation procedure approved by the order of the Rector of the University.

150. During the period of partial studies at another higher education institution, the financing of studies at the University does not change until the time when information is received about the results of their studies at another university.

151. Students who are free to choose another higher education institution independently cover all the costs of partial studies at another higher education institution, travel and living in a foreign country at their own expense.

IX. COMPLETION OF STUDIES

152. A person who has completed university studies is considered to have fulfilled all the requirements of the chosen study programme.

153. The first- and second-cycle final year students defend their final theses and take final exams (when this is provided for in regulatory acts). The procedure for the organisation of final examinations and the preparation and defence of final theses, other conditions are established in the Procedure for the Assessment of Study Results.

154. The procedures for graduation are verified and the decision on the award of a qualification degree is made by the Higher Education Qualification Commission. After the qualification degree is awarded, persons are deregistered from the student lists.

155. Qualification Commissions for final theses are formed according to the field of study. Depending on the number of students, several commissions in the same field of study may be formed. The Head of the Academic Department submits a draft order of the Rector of the University regarding the approval of the Qualification Commission(s) for the Defence of Final Examinations and Theses. Members of the Commission can be lecturers of the University and other higher education institutions, researchers of scientific institutions, and social partners. Non-University employees must make up at least 30 percent of the members of the Commission. The minimum number of members participating in the Commission meeting is 3.

156. The meetings of the Higher Education Qualification Commission is recorded. The minutes and sheets of the Qualification Commission for the final examinations or the defence of the final thesis is signed by the chairperson and the members of the commission.

157. The minutes are stored in the Document and Process Management System (eDVS), the sheets are stored at the University system of IS STUDIJO.

158. A higher education certification is issued to a person who has completed the degree-granting studies:

158.1. Professional Bachelor's Diploma (or Diploma with Honours) and Supplement – for persons who have completed college first-cycle studies and obtained a Professional Bachelor's Degree or a Professional Bachelor's Degree and Qualification;

158.2. Bachelor's Diploma (or Diploma with Honours, or *cum Laude*) and Supplement – for persons who have completed university undergraduate studies and obtained a Bachelor's Degree or Bachelor's Degree and Qualification;

158.3. Master's Diploma (or a diploma with honours, or *cum Magna Laude*) and a supplement for persons who have completed university postgraduate studies and obtained a Master's Degree or a Master's Degree and Qualification;

158.4. Doctoral Diploma – for persons who have completed a doctorate of science and obtained a Doctoral Degree.

159. Study certificate is granted for persons who have completed professional studies and acquired the relevant qualification.

160. A person who has completed a joint study programme in different countries shall be awarded one document certifying the higher education qualification of partner higher education institutions or two documents or more national documents certifying higher education qualification issued by two or more partner higher education institutions in accordance with the procedure established by the legal acts of the state of each partner higher education institution. A person who has completed only a joint study programme carried out by Lithuanian higher education institutions is issued with one document certifying the qualification of higher education.

161. Students who have studied separate study subjects (modules) or groups of study subjects (modules) who have completed additional studies are issued with a certificate confirming studies, which indicates all the subjects passed, their scope and assessment. After the certificates are issued, persons are deregistered from the lists of listeners.

162. The diploma and the supplement are issued to the graduate only after full settlement with the University in accordance with the established procedure.

X. PROVISIONS FOR QUALITY ASSURANCE OF STUDIES

163. The University's Internal Quality Assurance System, its principles, structure, distribution of responsibilities, monitoring and evaluation processes and measures are defined in the Regulations of the Quality Policy for Studies and Science and the Internal Quality Assurance System and the Regulation on Internal Quality Management in Higher Education.
