

# REGULATION OF THE STUDIES OF THE FIRST AND SECOND CYCLE AND INTEGRATED STUDIES AT THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES

## I. GENERAL PROVISIONS

1. **Purpose.** The Regulation of the studies of the first and second cycle and integrated studies at the Lithuanian University of Health Sciences (hereinafter “Regulation of the studies”) determines the system of studies at the Lithuanian University of Health Sciences (hereinafter “University”, “LSMU”), general conditions for admission and organization of studies, evaluation system of the study results, rights and duties of the students and listeners, and their relations with the University.

2. **Legal acts.** The LSMU Regulation of the studies was prepared following these legal acts:

2.1. Law of Science and Studies of the Republic of Lithuania, April 30, 2009, No. XI-242;

2.2. Statute of the Lithuanian University of Health Sciences, Annex 2 to the Decree No. XI-973 of the Seimas (Parliament) of the Republic of Lithuania of June 30, 2010;

2.3. Decree of the Government of the Republic of Lithuania “Regarding approval of description of changing procedure of syllabus for a person, who studies in the place funded by the State,” October 7, 2009, No. 1266;

2.4. Decree of the Government of the Republic of Lithuania “Regarding approval of procedure for payment of budgetary resources of the Lithuanian State for the studies funded by the State, or repayment of their part to the budget of the Lithuanian State,” September 30, 2009, No. 1228;

2.5. Order of the Minister of Education and Science of the Republic of Lithuania “Regarding approval of description of general requirements for the study programs of the first level and integrated studies that grant the degree,” April 10, 2010, No. V-501;

2.6. Order of the Minister of Education and Science of the Republic of Lithuania “Regarding approval of description of general requirements for the postgraduate study programs,” June 03, 2010, No. V-826.

## II. BASIC DEFINITIONS

3. **Academic failure** – the test and/or exam that was not taken/passed before the deadline specified in the article 105 herein, except when the subject is not studied and the test and/or exam is not taken because of the partial studies, according to the academic exchange programs.

4. **Academic mobility** – mobility of the studying persons that covers the changes in the study form, study program or financing of the student or listener, cancellation of the studies, their interruption, suspension, renewal and partial studies in other study program or other higher education institution.
5. **Academic cheating** – any attempt of the student to achieve better study results by fraud.
6. **Academic hour** – time of contact work that is equal to 45 minutes of the astronomic hour.
7. **Studies of the second cycle (postgraduate)** – the university studies, which grant qualification degree of Master.
8. **Graduation work**– the work that generalizes studying achievements – skills and knowledge, which are necessary to acquire qualification of the University.
9. **Subject** – unit of the studies, which contents and volume usually correspond to one discipline.
10. **Partial studies** – studying of the student, according to the part of study program, which provides skills and knowledge, which are evaluated and confirmed by the certificate.
11. **Exam** – testing and evaluation of student’s skills and knowledge provided in the syllabus after the completion of the studies of subject and/or module (**exam of subject/module**) or the whole study program (**final exam**). If the system of the cumulative grade is applied for the subject/module, the exam consists of the cumulative part and the final test.
12. **Extended form of studies** – organization form of the study programs of all the levels granting degree, which duration is longer than duration of regular studies by not more than one and a half time; the volume of one year of extended study form cannot be bigger than 45 credits.
13. **Credit test** – evaluation provided in the syllabus after the completion of the part of program of the subject or module (**intermediate credit test**) or studies of the whole subject (**final credit test** – for the ones, who entered before 2010).
14. **Listener**– a person pursuing irregular studies or individual subjects, according to the contract that determines conditions of such studies and the rights and obligations of the listener.
15. **Time of contact work** – the time, during which the student studies or performs the tasks assigned by the lecturer in direct presence of the lecturer; the contact work may be done in **lecture halls** – lectures, seminars, laboratory works, exercises – and **outside the lecture halls**: consultations, work in the hospital’s department, etc.; the contact work may also be distance.
16. **Module** – the part of study program consisting of several subjects related by the contents that has a defined goal and is oriented to certain skills of the student; the smallest possible volume of the module is determined by the legal acts of the Republic of Lithuania.
17. **Failed student** – the student who has academic failures.
18. **Regular studies** – the main organization form of the studies of all levels, which usual volume of one year is 60 credits.

19. **Justifiable circumstances** – the inability to attend the studies proved by the documents: certificate of inability to work, certificates of police, court, other public institutions in the determined form, orders of the University's rector, etc. The following usually are not considered to be justifiable circumstances: absence in studies because of the transport (arrival) problems, the holidays planned beforehand, accommodation problems, paid or voluntary work not related to the University, and other similar reasons. Following the procedure approved by the Rector, the dean assesses the reasonability and approves the duration of the justified period.

20. **Successful student** – the student who does not have any academic failures.

21. **First cycle studies** – the university studies, which grant qualification degree of Bachelor.

22. **Problem based learning** – the study system implemented on the basis of the modules, during which the method of sectional method of problem solution is used to acquire generalized skills and knowledge.

23. **Semester** – the period of studies, after which the study results are summarised and the list of students, who have completed the study program of that period is formed in the sequence, according to the averages of exam results.

24. **Studies** – learning at a higher education institution according to a certain program of studies by a person who has completed at least high/secondary school education.

25. **Year of studies** – the period determined by the University's Senate, indicating beginning and end of the studies. The year of studies is divided into semesters and holidays. The continuous holidays of at least one month are granted to the students in summer. **Course** – sequence of the year of studies in the study program. **Academic year** – calendar arrangement of one year of studies.

26. **Student** – a person studying at a higher education institution according to a program of studies.

27. **Credit of studies** (hereafter credit) – measurement unit of the volume of studies used to measure study results and work time of the student. One credit is on average equal to 27 hours of work hours of the student or the listener.

28. **Study program** – a complex consisting of contents, methods and devices of studies of a certain profile, academic and professional staff employed for the conduct of studies, and description of this complex.

29. **Study plan** – arrangement of contents of study program in study year.

30. **Timetable of studies** – arrangement of study plan in the academic year. The timetable of studies consists of two parts: **calendar timetable** – sequence of studying of the subjects/modules provided in the study plan and arrangement of deadlines in semesters – and **detailed timetable of the subject/module** – arrangement of contact work hours in months and days.

31. **Independent work time of the student** – performance of the tasks provided in the description of the subject or the module in absence of the lecturer.

**32. Independent work (project) of the student** – application of theoretical skills and knowledge of the subject or module in practice, by preparing and introducing individually or in group the work of the volume and structure determined by the department conducting the studies.

**33. Study information system** (hereinafter SIS) – electronic system, which structure, operation and usage is determined by the SIS regulation.

**34. Integrated studies** – studies designed for acquisition of a Master's degree and/or special professional qualifications when university studies of the first and the second cycles are related by continuity. The first part of the program of continuous studies is attributed to the studies of the first cycle, while the remaining part is attributed to the studies of the second cycle. The integrated studies of Medicine, Odontology and Veterinary profiles also cover the minimal practical preparation (internship; in the program of veterinary medicine – laboratory, food hygiene and clinical practices).

**35. System of assessment by a cumulative grade** – methodology of assessment when an assessment grade in an examination or a credit test consists of a cumulative share, i.e. grades received in the course of studies plus a grade received at the final testing.

### **III. ADMISSION OF STUDENTS AND LISTENERS**

**36. Admission principles.** The University's senate and the University's Council determine the admission procedure and the number of the enrolled students. The Admission commission appointed by the Rector organizes the admission of the students.

37. The persons, who have at least the secondary level education, are enrolled to the studies of the first cycle and the integrated studies by means of open competition.

38. The persons, who have graduated the University studies of the first cycle, or who have higher college education and have completed additional studies, are enrolled to the studies of the second cycle by means of open competition.

39. The citizens of foreign countries may study at LSMU if they have at least secondary education recognized in Lithuania, and temporary or permanent residence permit in the Republic of Lithuania. They may occupy the places funded and not funded by the State.

40. The persons, who have acquired education in foreign institutions, may be enrolled to the places funded by the State by means of open competition in the procedure specified in the legal acts, if they are:

40.1. the citizens of the Republic of Lithuania, Member-States of the European Union, or the Member-States of the European Economic Space:

40.1.1. the citizens of the foreign countries, which do not belong to the European Union or the European Economic Space, who have permanent residence permit in the Republic of Lithuania, and the persons without citizenship, who have permanent residence permit in the Republic of Lithuania;

40.1.2. foreigners of the Lithuanian origin, who present the certificate of the Lithuanian origin issued in the country, from which they come.

41. The admission of the persons, who have acquired education in foreign institutions, applying to higher education institutions in the Republic of Lithuania and attempting to get their price of studies covered from the budget of the Lithuanian State, is described in the Procedure of competition for admission of the persons, who have acquired education in foreign institutions and apply for the State-funded place approved by the legal acts of the Republic of Lithuania.

42. The foreigners enrolled to the places funded by the State have the right to receive the scholarships from the Fund of Scholarships under the same conditions as the citizens of the Republic of Lithuania.

43. The procedure of payment for studies with regard to the foreigners, who come according to the international contracts and agreements coordinated by the Ministry of Education and Science, is determined by contracts, agreements and legal acts of the Republic of Lithuania.

44. The foreigners, who are enrolled to the places not funded by the State, shall pay the tuition fee determined by the LSMU. It cannot be smaller than the price for studies determined by the Government of the Republic of Lithuania for a certain field of studies in the Lithuania higher education institutions.

45. **Enrollment of the listeners.** The listeners are enrolled by the Rector. The heads of the academic departments authorized by the Rector shall organize and implement the admission of the listeners. The listener cannot study more than 30 percent of the total study program.

46. The persons enrolled as students or listeners shall make the contract with the University in the form determined by the Admission commission established by the Rector. It has to contain main conditions of the studies at University and obligations of both parties.

47. **Enrollment for partial studies.** The LSMU students may study separate subjects/modules of the study program following the procedure set by the University's Senate in other universities recognized by the States, while the students of the universities recognized by other States may study separate subjects/modules of their study program at LSMU:

47.1. the students are enrolled or leave for the partial studies according to the prepared partial study plans approved by the sending and receiving institutions;

47.2. the students coming to LSMU receive the registration number and they are enrolled to the SIS database.

48. **Personal data and contact details of the student.** The student is responsible for correctness of his/her personal data. When the Rector signs the order regarding admission, the student, who has a registration number, shall enter to the SIS and check his/her personal and contact data; if any inaccuracies are found in the personal data or they changed for the time of submission, s/he has to inform the dean's office hereof within three work days; the dean's office is responsible for correction of the student's data in the University's SIS database and in the register of students;

48.1. the student is entitled to get familiar with his/her personal and contact data stored in SIS; the student has to update his/her contact data; if the student does not submit information about the changed contact data, the University will not be held responsible for the cases when the student does not receive information meant for him/her;

48.2. student ID card is issued for all the students enrolled to the University. It has the student's photo, indicates the student's name, surname, faculty, study program and the student's registration number granted by the Rector's order for admission; this ID card as the document verifying the student's identity is obligatory during the studies and evaluation.

#### **IV. SYSTEM OF THE STUDIES**

49. **Cycles and forms of studies.** The University conducts the studies of three cycles awarding the degree: the first cycle (the Bachelor's degree of certain field (branch) is awarded or double Bachelor's degree (major and minor fields (branches) of studies) is awarded), the second cycle (the Master's degree is awarded), and the third cycle (the doctoral degree is awarded). Besides, the integrated studies are conducted. They include the first and the second cycles (the Master's degree is awarded).

50. The LSMU studies are of regular and extended forms. When the programs of different study forms are completed, the acquired education is equivalent:

50.1. the studies of regular or extended forms may be full-time or part-time (sessions);

50.2. the studies at University may also be organized as distance studies.

51. **Intranet used at University.** It is meant for internal communication and presentation of the studies' material.

52. When the students enter the University, the e-mail address is generated for him/her, and it is the official communication tool of the academic information.

53. **Volume and duration of the studies.** The volume of studies is calculated in credits. 1600 hours of one study year is equal to 60 credits of studies

53.1. the volume of the studies of the first cycle (undergraduate) cannot be smaller than 210 and not bigger than 240 credits;

53.2. the volume of the studies of the second cycle cannot be smaller than 90 and not bigger than 120 credits;

53.3. the volume of the integrated studies cannot be smaller than 300 and not bigger than 360 credits;

53.4. the usual volume of regular studies is 60 credits per academic year. The volume of the extended studies cannot exceed 45 credits per academic year.

54. The rate between the contact and independent work hours of the subject/module is determined according to the planned study results. Depending on the level of the studies, the part of the contact work time makes at least 10 percent and not more than 75 percent of the credit hours; the lectures make not more than 30 percent of the contact work time.

55. **Study programs.** The study programs are built, according to the study fields and branches approved by the Government of the Republic of Lithuania. The study programs of the first cycle may be of major or minor study field (branch). The study programs are prepared, implemented and

renewed following the procedure determined in the legal acts of the Republic of Lithuania and the University. The content of the study program is determined by the legal acts of the Republic of Lithuania and the University.

56. The study program consists of the subjects and modules. The studied subjects or modules are obligatory for all the students of the study program, have to be implemented on the set time, and are divided to:

56.1. obligatory – the subjects of the general University studies and the selected field, which form the fundamentals of the education;

56.2. elective – they essentially supplement the general university education and the selected field of studies; according to the preparation, the student selects the subject from the elective subjects studied at University. The Rectorate determines the selection procedure.

57. The content of the subject/module, the planned study results, methods of studies and evaluation, and structure of the sessions are presented in the subject's description:

57.1. the information on the organization of the studies and evaluation of the subject/module, its content, procedure, deadlines and other information necessary for the studies of the subject/module is published in SIS and Intranet and presented to the students during the first lecture.

#### **58. Additional studies:**

58.1. the additional studies at University may be organized for the persons, who want to study the program for the Master's degree, if the study results acquired and recognized by those persons do not satisfy the requirements set for the entrants.

58.2. the list of the additional subjects/modules and content of the studies are determined by the committees of certain study program for the Master's degree. The faculty's council approves the program of additional studies. The volume of the additional studies may be the following:

58.2.1. when the selected graduate program and the field of the graduated studies of the first level are in the same group of the study fields, the volume of additional studies cannot exceed 60 credits;

58.2.2. when the selected graduate program and the field of the graduated studies of the first level are from different groups of the study fields, the volume of additional studies cannot exceed 90 credits;

58.2.3. the committee of the graduate studies assesses the content of the graduated studies and the competences acquired by the person and may reduce the volume of the additional studies and/or make the individual syllabus of the additional studies, which is approved by the faculty's dean.

58.3. If the person, who intends study in the graduate program, lacks more competences than may be provided by the additional studies, s/he has to acquire such competences while studying, according to the program of the studies of the first level.

## V. FUNDING OF THE STUDENTS

59. The studies at LSMU are completely or partly funded by the State or are not funded by the State. The funding form, its distribution, changing and compensation of the paid tuition fee are regulated by the legal acts of the Republic of Lithuania and the documents approved by the Senate and the Council.

60. When the semester is over, the list of the students of the studies of the first and second levels and of the continuous studies enrolled before the Law of Science and Studies entered into force (i.e. before May 12, 2009) according to the results of their progressiveness. The positions in this list determine the distribution of the students to the lists of students completely or partially funded by the State.

61. The tuition fee determined by the University shall be paid:

61.1. by the foreigners, except for the persons indicated in the Law of Science and Studies, article 73, clause 2, as well as by the citizens of the Member-States of the European Union and the Member-States of the European Economic Space unless the international treaties and other legal acts of the Republic of Lithuania provide otherwise;

61.2. by the persons, who do not get to the places of studies funded from the State budget;

61.3. in other cases determined by the Government.

62. When the State-funded student is expelled following the Law of Science and Studies or if such person cancels the studies (except for the cases provided in the Law of Science and Studies, article 70, clause 8), the person studying in the same study program and in the same year, who is not funded by the State, may be transferred to the State-funded place following the procedure determined by the University (except for the persons indicated in the clause 63 herein).

63. The persons enrolled to the places not funded by the State of the studies of the first and the second levels and the continuous studies do not have any right to the place funded by the State or compensation of the tuition fee if they are:

63.1. the persons, who study repeatedly the study program of the same or lower level if they acquired more than half of the credits of that study program using the State's budgetary resources, except for the cases specified by the Government;

63.2. the persons, who study according to two or more degree-awarding study programs of the same level, if their studies according to at least one of these study programs are completely or partially funded by the State (they pay for the second and other study programs).

64. The price proportional to the volume of certain subject shall be paid by:

64.1. the persons, who study in the partial studies, except for the students on the exchange programs;

64.2. the persons, who repeat separate subjects/modules of the study program;



64.3. the price for studies/tuition fee of the person, who has been studying in the place not funded by the State or partially funded by the State not for the whole semester is calculated proportionally for the months until the student was transferred to the place funded by the State or expelled from the University, i.e. the set price for studies/tuition fee for the semester is divided from the number of months of the whole semester and multiplied from the number of the calculated months, during which the person was studying in the place not funded by the State or partially funded by the State;

64.4. if the date of the Rector's order to transfer the student to the free State-funded place or expulsion is until the 15<sup>th</sup> of the month, that month is not included into the calculated months, and if after the 16<sup>th</sup> of the month, the month is included into the calculated months.

65. The students, who pay full tuition fee and go for temporary studies abroad, are not exempted from the fee.

66. The State-funded students are entitled to change the study program in the same study field following the procedure specified by the Government without losing the remaining part of the funds awarded by the State if that part does not exceed the standard tuition fee for that study program.

67. The persons, whose studies are not funded by the State, may change the study program following the procedure approved by the LSMU Senate.

68. The procedure of mean determination and comparison approved by the LSMU Senate is applicable for the students enrolled after the Law of Science and Studies had entered into force (i.e. before May 12, 2009).

69. The tuition fee paid during certain period (the part of the fee that does not exceed standard tuition fee) may be reimbursed for the persons enrolled to the places not funded by the State of the study programs of the first level and the continuous studies, who completed the first two years the best (in case of extended studies – half of the study program) and remaining years of the studies, in the procedure and amount determined by the Government.

## VI. PROCESS OF THE STUDIES

70. **Teaching language.** The teaching language of the studies is Lithuanian. The other languages are used to teach:

70.1. when the lectures are read or other academic sessions are conducted by the lecturers from foreign higher schools and specialists of other foreign organizations;

70.2. the foreigners enrolled according to the contracts and agreements;

70.3. when it is necessary for international academic exchange.

71. **Calendar of the studies.** The school year starts on September 01 and finishes on August 31. The year is divided into semesters: the fall semester lasts from September 01 until January 31 and the spring semester lasts from February 01 until June 30. The legal holidays during the school year are provided with regard to the holidays and rest days determined in the legal acts of the Republic of Lithuania.

72. The study procedure is regulated by the syllabuses and schedules of the studies.

73. The students study in groups and flows, according to the schedule of studies. The dean forms the groups and determines their number according to the planned number of the students, following the procedure determined by the Government, and taking into account the foreign language of the students and its level;

73.1. the elder elected by certain group of the students represents that group; the course is represented by the course elder elected by the elders of the groups.

74. **Syllabuses.** The syllabuses of the next school year are prepared and approved in the Senate before November 01 of the current year.

**75. Schedule of the studies:**

75.1. the **schedule nets** of the studies of the student groups of the next school year are formed in the Center of Studies until February 01 after they have been coordinated with the manager of the department/clinic/institute (module) and dean of the faculty, where the study program is conducted. They are approved by the manager of the Center of Studies and announced on the University's website; the schedule nets may be changed only when the Senate changes the syllabus of certain study program;

75.2. the dates of the liquidation of academic failures of the semesters and the whole school year have to be indicated in the schedule net;

75.3. the **detailed schedule** of the subject/module is formed in the Center of Studies, approved by its manager and announced on the University's website until July 01. The observation of the schedule is mandatory for all the departments/clinics/institutes and students;

75.4. the detailed schedule of the subject/module can be changed during the studies in the following procedure after having coordinated the changes with the faculty's dean and elder of the group or the course:

75.4.1. the minor changes of the sessions of one sector in the detailed schedule of the problematic studies before the cycle starts (changed time, date of the sessions, changing of places of several sessions, etc.) caused by unforeseen reasons are done by the coordinator of studies of the Center of Studies following the coordinated written presentation of the module's supervisor and permit of the manager of the Center of Studies;

75.4.2. during the problematic studies, when it is an objective necessity to change the session's time, the sector's manager has to present the motivated written application coordinated with the module's supervisor to the Center of Studies not later than **3** days before the changed date; the change is possible only with the permit of the manager of the Center of Studies;

75.4.3. in case it is necessary to change the detailed schedule of the subjects/modules not of the problematic studies during the school year, the manager of the department/clinic/institute has to present the motivated written application to the Center of Studies not later than one week before the changed date; the change is done by the coordinator of studies of the Center of Studies having the permit of the manager of the Center of Studies;

75.4.4. if the students, who came on the basis of academic exchange, study certain subject/module, the changes of the detailed schedule have to be coordinated with the Center of International Relations and Studies;

75.4.5. the changes of the detailed schedule are announced on the University's website, and the information about changes is sent to the students of certain groups by Intranet's e-mail.

76. The date and time of the assessment of the student's achievements are indicated in the detailed schedule of the subject/module.

77. The permit to study according to the individual schedule is issued by the faculty's dean, after receiving the reasoned application of the student; then the student coordinates the schedules of individual studies and assessment with the department/clinic/institute; they are approved by the dean.

78. The attendance to the contact work hours is obligatory for the student. If the student fails to attend 20 percent or more of the contact hours of the subject/module without any justifiable reason (or if this makes at least 30 contact hours, whichever is reached first), he has to repeat the subject/module;

78.1 if the classes were not held at the time indicated in the schedule at the fault of the lecturer, the students are entitled to address the supervisor of the sector/module and manager of the Center of Studies asking to set the new time of the session as specified in the clause 75.4 herein.

**79. Registration to studies.** When the semester ends, the faculty's dean registers the successful students for the studies of the next semester; the registration is formalized by the dean's decree.

79.1 the Admission commission registers the students to the first course;

79.2. the students have to deliver the filled-in student's credit book to the dean's office within the first 10 work days of the new semester, where the dean's decree is recorded.

80. The students are registered for the next semester if they have fulfilled all the requirements of the study plan. The students registered for certain semester have a right to include the subjects/modules of other semesters into the individual plan. The non-registered students do not have a right to participate in study process.

#### **81. Registration to the elective subjects:**

81.1. the elective subjects are studied according to the schedule;

81.2. the departments/clinics/institutes register the elective subjects in the SIS database of the elective subjects until April 10; the list of the elective subjects has to be approved by the faculty's dean before the deadlines for presentation of the elective subjects to the students set in the clauses 81.3. and 81.4;

81.3. the dean approves the list of the elective subjects of the first academic year and presents to the students until September 05; the students are familiarized with the subject's description and register in the database of the elective subjects before September 15; the dean confirms the lists of the

registered students and presents them to the Center of Studies and departments/clinics/institutes until September 20;

81.4. the dean approves the list of the elective subjects of the other academic years except the first and presents to the students until April 15; the students are familiarized with the subject's description and register in the database of the elective subjects before May 10, the dean confirms the lists of the registered students and presents them to the Center of Studies and departments/clinics/institutes until May 15;

81.5. the dean registers the students, who missed registration deadline for the elective subjects or return after the academic leave at his/her discretion; the dean is entitled (provided it is agreed with the student) to change the student's choice during the period from May 10 until May 15, and in the first academic year from September 15 until September 20 in the cases when it is necessary for proper organization of the study process (e.g. when the number of the students, who want to study the elective subject, is not sufficient, when the student selects too many credits/subjects, etc.);

81.6. after the aforementioned terms the choice may be changed only because of important reasons; the changes are approved by the dean, who makes certain arrangements with the sectors teaching both optional subjects.

**82. Recording of study results and documents.** The main document of the recording of study results is the register, other documents are SIS electronic register and student's credit book, which are the legal recording documents of the progress of the studies.

83. Only the standard form of the register formed in the SIS database of registers and standard student's credit book are valid for the use.

84. Preparation, recording, printing and storage of the **electronic register**:

84.1. the faculty's dean prepares new study plans approved by the Senate for the next academic year in the SIS database of the registers until April 01;

84.2. the electronic register is formed on the basis of the SIS database of the subject descriptions;

84.3. the teaching sector indicates the lecturer(s) of the department/clinic/institute responsible for the record of the exam/ independent work(project) of the student and credit test in the description of the module/subject;

84.4. the departments/clinics/institutes have to record the planned assessment date of the credit test and/or exam/ independent work(project) of the student in the electronic register, and to enter the evaluations of the credit tests and exams/ independent works(projects) of the student in work days;

84.5 the departments/clinics/institutes are entitled to correct the entries until the end of the current semester (until January 31 in the fall semester and until June 30 in the spring semester) provided the dean issues a written permit; afterwards the electronic register is filled by the dean;

84.6 if the rector issues the order for completing of the academic failures following the procedure described in the clauses 106.5 – 106.6, the manager of the Center of Studies issues the permit to the student to take exam of the subject/module; the department/clinic/institute enters the date into the

permit, evaluation of the credit test and/or exam/ independent work(project) of the student and submits the original to the dean's office; the dean fills the electronic register;

84.7. if the student took the exam/ independent work(project) of the student according to the schedule and did not pass it, the departments/clinics/institutes shall fill the column of the first exam and enter the negative evaluation;

84.8. if the student did not show up in the exam without any justifiable circumstance or refused to take part in it/left without giving completed the examination procedure, grade 1 (one) is entered into the box of certain evaluation in the register;

84.9. all the persons, who give a permit to fill and who fill the electronic register (persons appointed by the manager of the department/clinic/institution, module's supervisor, chairmen of the examination commission and/or the persons authorized by them) are registered in the LSMU SIS description of the subject/module as the users of the database of the registers and are responsible for the correctness and punctuality of the evaluations of the students, according to their competence; the lecturer coordinating the subject/module is responsible for the registration of these persons; the rector issues the decision about the false information presented by the responsible persons following the dean's presentation;

84.10. the student has a right to observe and check continuously the data of his/her progress and has to confirm his/her grade in the registers' database until the end of the semester (January 31 in the autumn semester and June 30 in the spring semester); if the student does not agree with the grade entered into the database, s/he has to follow the clause 101.4 of this Regulation; if the student does not confirm the grades until the end of the semester and does not submit any appeals, it is considered that s/he agrees with the evaluation and grade;

84.11. the departments/clinics/institutes shall submit one copy of the printed register signed by the lecturers responsible for entering the data and manager of the department/clinic/institute or module's supervisor to the dean's office in 5 work days; the second copy has to be stored in the department/clinic/institution for five years.

85. Only the responsible lecturer appointed by the manager of the department/clinic/institute or module's supervisor, manager of the department/clinic/institute or module's supervisor, chairman of the examination commission or his/her authorized person may enter the evaluation of the credit test/ exam/ independent work(project) of the student into the electronic register and sign the printed copies.

86. Preparation of the **subject's description** and responsibility:

86.1. the planned results of the study program are announced in the SIS database of the subject descriptions one year before the studies of certain program; the entries are made/corrected by the dean's instruction until June 01;

86.2. the teaching sector prepares the subject's description in the database of the subject descriptions, following the planned results of the study program and approved syllabus. If the subject/module is taught by several sectors, the responsible sector enters the subject's description into the database after having coordinated it with all other sectors; the sectors participating in the implementation of the studies of the subject/module must present all the necessary information to the responsible sector;

86.3. the departments/clinics/institutions prepare the subject descriptions of the next school year and register them in the database after having approved them in the faculty's council until January 01;

86.4. the subject's description in the Lithuanian and English languages has to be fully completed; the committee of the study program coordinates the filling, while the control is executed by the Center of Studies.

87. **Practices.** The volume of the practice of professional activity in the program of continuous studies cannot be smaller than 18 credits, while the undergraduate studies cannot be smaller than 15 credits.

88. The practice is organized following the organization procedure of the practice of professional activity approved by the faculty's council, which defines the practice requirements, the tasks of particular practice, provides the study results and evaluation system of the achievements, support to the student during practice, as well as criteria, which help to recognize and assess the skills of the student of certain level acquired during the practice.

89. The University suggests the list of possible practice bases made according to the contracts to the students.

90. In the cases indicated in the study program the practice may be organized not during the semester, following the procedure determined by the academic sector.

91. If the students have listened to more subjects or done more practices than provided in the study program, they are recorded according to the LSMU procedure of recording of the study results and entered into the supplement to the diploma.

## VII. ACADEMIC MOBILITY

92. The students are entitled to change the study program, form and mode following the legal acts of the Republic of Lithuania and LSMU:

92.1. it is not allowed to change the program if the first semester of the studies is not completed. The student, who wants to change the study program, may pretend to it if at least 2/3 credits and not more than 75 percent of the whole study program may be included into the program, to which the student wants to get. The differences of the program may be liquidated in one calendar year. These differences are not considered to be the academic failures;

92.2. the sectors (faculties) organizing the studies may provide additional conditions for change of the study programs.

93. Following the procedure approved by the LSMU Senate, the student not funded by the State may change the study program or the form of studies (from regular to extended and vice versa), if the University conducts the study programs of desired form and mode.

94. The subjects/modules of the student, who changes the program, are included when it is assessed, how much they satisfy the formal (area and field of studies, level of studies, form of studies, etc.) and objective (objectives of the subject/module, results of studies, volume, etc.) requirements of the desired study program. The studies of the study programs of other higher schools are recorded following the inclusion procedure of the study results approved by the LSMU Senate.

95. The University's students, who win the competitions of international programs and other, as well as by their own initiative, may go for purposeful partial studies in other higher schools, provided they coordinate the study program of the partial studies in advance. The results of the partial studies at foreign higher schools are recorded according to the official extract of the studies or the certificate issued by that school if such school is recognized as corresponding to the type and level of the studies according to the laws of certain country. The approved procedures of inclusion of results of partial studies and practices in other higher schools of the University's students regulate the funding and inclusion of the results of partial studies and leave of the students to study in other higher schools.

## VIII. EVALUATION OF STUDENT'S KNOWLEDGE

96. **Evaluation principles of achievements.** The student's knowledge and skills are evaluated in the course of studies of subject/module and on its completion following the regulation of evaluation of the students' achievements approved by the LSMU Senate, which determines the organization principles of the evaluation of the achievements, implementation procedure and management of the evaluation quality;

96.1. In the course of studies of subject/module, forms of evaluation are a colloquy, defending of practical assignments, a control work, a course paper, a presentation of case history, etc., from which the cumulative grade is formed, and the entry "completed" is recorded in the student's credit book or examination register;

96.2. Upon completion of studies of subject/module, the forms of evaluation are the following: a credit test (for the ones, who have entered before 2010), an examination, and an independent work (project) of the student. The forms and contents of such evaluations shall be planned by a department /clinic/ institute, and students will be introduced to them before starting to teach any subject;

96.3. Examinations and credit tests passed previously or in any other study program may be acknowledged, if the study program of the subject/module has not been different in its essence. In such case, a note shall be entered in a student's credit book and an examination register where and when such subject/module was studied and what its evaluation grade was; the dean enters the evaluation of the exam or credit test in the student's credit book.

97. The subjects studied previously are acknowledged in accordance with the procedure of Acknowledgement of the Study Results approved by the LSMU Senate; the evaluations of acknowledged subjects are entered in the database of acknowledgement of previous studies, according to the procedure of handling, usage and administration of data of SIS.

98. An evaluation system by a cumulative grade is used at the University, except of study programs where Problem based method is applied:

98.1. A cumulative share has to make up at least 50% of the final grade of a credit test/examination;

98.2 A cumulative share is calculated in a 10-score grading system by adding all grades from 0 to 10 inclusively, and by multiplying the total amount by a coefficient corresponding to a cumulative share expressed in percentage;

98.3. if a student, without any justifiable reason, has not participated in any evaluation making up a component of a cumulative share, he/she shall not be given the right to take it repeatedly. In case of availability of justifiable reasons, opportunity shall be provided to receive an evaluation making up a component of a cumulative share;

98.4. a cumulative share of an examination is completed by calculating the evaluation of a cumulative share and upon receiving a credit under the requirements set by a department /clinic/ institute; the entry “completed” is recorded in the student’s credit book or SIS examination register.

99. The requirements of evaluation including criteria, composition of final grade in cumulative evaluation are indicated in the curriculum of studies of every subject/module, and a department /clinic/ institute shall make the students familiar with them before starting to teach the subject/module. When studies are started, no changes will be introduced into the requirements:

99.1. the exams may be conducted in written or orally, with regard to the particularity of the subject/module; the examination form is indicated in the subject’s description;

99.2. the exam of the subject/module or the evaluation of the independent work (project) of the student is conducted at the time indicated in the schedule;

99.3. the student is entitled to take final testing of the examination / examination of the module when the entry “completed” is recorded in the student’s credit book or SIS electronic examination register;

99.4. The student may decide not to take the final testing, if in the course of studies he/she has managed to accumulate such cumulative share of the examination evaluation that is sufficient for being awarded a passing score (grade);

99.5. If a student fails in the final testing but in the course of studies he/she has accumulated such cumulative share of the examination evaluation that is sufficient for being awarded a passing grade, the grade of the cumulative share of the examination evaluation shall be applied as the final grade of the examination;

99.6. if the final testing consists of several assignments that are evaluated individually, the final evaluation grade of the final testing shall be calculated by adding the grades from 0 to 10 received in every individual assignment, and the total amount shall be multiplied by a coefficient corresponding to the final testing result expressed in percentage;

99.7. For the purpose of getting prepared for and passing of the final testing or module, at least two days will be given, and if the cycle’s duration is shorter than 3 credits – one work day from the time covered by the cycle (subject). The student is not exempted from attendance in the non-cyclic classes;

99.8. the right to examine is held by a professor, an associate professor and a lecturer. An assistant is also entitled to examine, if instructed so by the head of a department /clinic/ institute. Participation in an examination may be taken by the teaching staff of the department /clinic/ institute, the Rector, Vice-Rectors, Chancellor of the University, Dean of the Faculty and a member of the Students’ Representation. Other persons may take participation in an examination only by permission of the Rector, Vice-Rector or Dean of the Faculty.



100. The independent work (project) of the student is evaluated by grade. The requirements, evaluation criteria and the composition of the grade are indicated by the department /clinic/ institute, which provides studies of the subject, at the beginning of studies of that subject or a semester.

101. The student's achievements are evaluated in a 10-score grading system; the smallest positive score (grade) is five; the mathematical rounding rules are applied to calculate evaluation percentage by rounding down the tenth and hundredth parts of the grades; the evaluation are entered in a student's records book and in the SIS electronic examination register by recording the grade and its meaning:

101.1. The meanings of assessment of examination/ independent work (project) of the student are the following:

<b>Score</b>	<b>Meaning</b>	<b>It is written when the percentage of knowledge, skills and capabilities provided in the study program are achieved</b>
10 (ten)	Excellent	95-100%
9 (nine)	Very good	85-94%
8 (eight)	Good	75-84%
7 (seven)	Moderate	65-74%
6 (six)	Satisfactory	55-64%
5 (five)	Weak	50-54%
4 (four)	Insufficient	40-49%
3 (three)	Unsatisfactory	30-39%
2 (two)	Bad	20-29 %
1 (one)	Not assessed	less than 20 %

101.2. the assessment of the examination/ independent work (project) of the student shall be reordered into the database of ER, following the procedure of handling, usage and administration of SM data, in 5 work days after the evaluation date of the examination/ independent work (project) of the student indicated in the electronic examination register; besides, the evaluation and date are also recorded in the student's credit book. The structure of examination results is announced publicly not later than in 5 work days after examination;

101.3. the students are entitled to receive detailed explanation of the evaluation of their knowledge;

101.4. if the student does not agree with the evaluation, s/he may appeal following the LSMU regulation of evaluation of the students' achievements, chapter VI.

102. The evaluative, who violate the evaluation procedure announced publicly beforehand and/or provisions of the LSMU regulation of evaluation of the students' achievements, lose the right to continue participating in the evaluation and their assignments are not evaluated:

102.1. the department that has organized the evaluation informs the dean by the official note about the violation of the evaluation procedure and indicates the evaluation circumstances, the person and nature of the violation. If the evaluative used or tried to use the impermissible means (sources) or had them, these means (sources) are taken (if possible) and submitted to the dean together with the note about violation of the evaluation procedure;

102.2. in order to assess the character of the violation of the evaluation procedure and the volume of possible dishonest behavior, the dean establish the commission of at least 5 persons, where at least 1 member has to be delegated by the Student Union. The commission investigates the circumstances and accepts the explanations of the assessors, observers and the evaluative (if needed) and submits the conclusions to the dean. The dean takes the decision whether the event shall be classified as the violations of the evaluation procedure determined herein and recommends appropriate decision to the rector with regard to the fines. The Rector's decision is issued in the form of Rector's Order within 3 working days and the dean shall introduce it to the student during the next 5 working days;

102.3. if the student does not agree with the fine described in the Rector's order, s/he may appeal to the Commission of Dispute Settlement.

**103. Absence in evaluation.** The students participate in the exam or in the credit test on the time indicated in the schedule. If the student cannot come to the exam (credit test) because of the disease or other reasonable circumstances and has the supporting documents, the supervisor of the sector/module appoints new examination time following the approved procedure and clause 106.3 of this Regulation. After the semester ends, the decision regarding extension terms is executed by the Rector's order following the dean's suggestion and the Rector's approval;

103.1. in case of presence of circumstances, which may potentially affect the evaluation process and results, the student shall immediately notify hereof the lecturer in charge of examination before the exam/ final examination of the cumulative score (or evaluation of any other component) begins. The lecturer shall inform the supervisor of the department (module) about these circumstances. Any explanations submitted after the evaluation shall not be considered as reasonable.

104. When the student is absent from the classes and/or evaluation because of the disease or other reasonable circumstances, s/he has to deliver the justifying documents to the dean's office of the faculty in 10 work days after the absence period.

104.1. the department responsible for the teaching of subject/module determines the procedure, how to make up for the practical and laboratory assignments missed by the student during the semester because of the reasonable circumstances. The procedure and schedules approved by the department's supervisor shall be announced on Intranet.

### **105. Academic debts and their completion:**

105.1. if the student has missed the examination because of the reasonable circumstances and, before the examination, has informed the division executing the studies s/he is entitled to be examined as specified in the clauses 106.3.-106.6. In such a case it is considered that the student is examined for the first time; the grade of the exam/independent work (project) of the student is entered into the first column of the register;

105.2. if the student has missed the examination without any reasonable circumstance, the grade “one” is assigned and entered into the first box of the register; when the student is examined as specified in the clauses 106.3.-106.6, the evaluation grade is entered into the second column;

105.3. if the system of cumulative grade is applied for the evaluation, the student, who receives 50 percent and more of the determined part of the cumulative part of the exam and who took but did not pass the final examination, has a right to retake an exam one time having the dean’s permit and when the supervisor of the division/module mediates, before the deadline specified in the clause 106.3 herein;

105.4. the student is entitled to retake the exam/final examination twice free of charge;

105.5. the student, who has academic failures after the terms specified in the clauses 106.3-106.4 without any reasonable circumstances, is considered failed student.

#### **106. Periods of completion of the academic debts:**

106.1. one week in the end of the semester is given to complete the academic debts;

106.2. the last week of August is given to complete the academic debts from all academic year. If the student does not complete the academic debts during this period, s/he is not registered for the studies in the higher year, except when the academic failures are not completed because of the reasonable circumstances;

106.3. the head of department/clinic/institute/module may extend the term of credit test and/or examination until the end of the semester, i.e. until January 31 in autumn semester and until June 30 in the spring semester;

106.3.1. the credit tests and exams are taken/retaken only during the week given for completion of the academic debts. The dean of the faculty has to submit the schedule of completion of the academic debts at least 2 months before the beginning of the week given for completion of academic debts, provided the schedule is coordinated with certain divisions, to the Center of Studies, and the Center of Studies announces the schedule on the University’s website;

106.3.2. the division have to provide the opportunity for the students, who missed the practical assignments because of reasonable circumstances, to execute them before the beginning of the week given for completion of the academic debts;

106.4 following the student’s request, the faculty’s dean can extend the term for completion of the academic debts until February 10 if the student has not been evaluated until January 31 in the fall semester;

106.5. if the student does not complete the academic debts before the deadlines specified in the clauses 106.3. and 106.4, the Rectorate may discuss the extension of the completion term of the academic debts until August 31, following the dean’s recommendation. These academic debts are completed within the week of completion of academic debts of the academic year;

106.6. if the student could not complete the academic debts before the deadlines specified in the clauses 106.3.-106.5, the Rectorate may discuss the extension of the completion term of the academic deadlines until June 30, following the dean's recommendation;

106.7. if the student does not complete the academic debts before the deadlines specified in the clauses 106.5 and 106.6, s/he is left to repeat the studies following the Rector's advice and suggestion of the faculty's dean; the decision is executed by the rector's order indicating the subjects/modules, which have to be repeated.

107. **The studies are repeated** in case of the following academic failures:

107.1. the exam of the subject/module was failed for three times;

107.2. the failure is not completed during repeated studies.

108. A student can repeat subjects/modules:

108.1. one or several subjects/modules of the same year;

108.2. the whole program of one semester – when any subject/model of that semester has not been evaluated by passing grade;

108.3. the whole program of one year of studies – when any subject/model of the study program of that year of studies has not been evaluated by passing grade.

109. When the student repeats one or several subjects, s/he cannot study other subjects at the same time, provided their studies need prerequisites from the repeated subjects.

110. Repeated studies are subject to tuition fees, except in the cases when documents justifying reasonable circumstances of the non-fulfillment of the study program are available. The student starts to study repeatedly having paid the fee and received the Dean's permit; the volume to be repeated is indicated:

110.1. when only some subjects/modules are repeated, the division's manager may transfer the results of the previously completed assignments of that subject/module and intermediate tests following the recommendation from the teaching lecturer;

110.2. when the student repeats the studies, s/he is entitled to retake the failed exam twice.

111. The students can repeat the same semester or course not more than two times.

## **IX. INTERRUPTION, SUSPENSION, CANCELLATION AND RENEWAL OF THE STUDIES**

112. **Interruption and renewal of the studies.** A student can temporarily stop and renew the studies.

112.1. S/he can be given an academic vacation with condition that supporting documents are provided because of the following reasons:

112.1.1. pregnancy and childbirth, paternity and maternity, holidays of child growing;

112.1.2. disease; .

113. At the student's request, an academic vacation is given at the Dean's proposal, legitimated by Rector's decree following these:

113.1. an academic vacation can be granted to students at any moment of an academic year for a period of one year upon indicating the duration of the academic leave and the beginning for the renewal of studies;

113.2. the students can be granted an academic vacation for a term of one year and not more than three times during the period of studies; at the student's request, if the program of studies is not changed, the Rector can, at the Dean's proposal, extend or terminate the academic vacation;

113.3. upon expiry of the period of academic vacation, the student shall renew the studies.

114. If the student granted an academic vacation, does not renew the studies on the time indicated in Rector's decree, he/she is expelled from the list of students in period not exceeding two weeks after the set day of return.

115. During the academic vacation the student may repeat the subjects, which s/he has failed before; the fee for the repeated studies is regulated according to requirements in the clause 110.

116. **Suspension of the studies.** If the student who cannot continue the studies temporary because of the important reasons (leave for studies or to undergo treatment, complete military service period, leaving abroad to continue studies, financial or other reasons) presents appropriate supporting documents, the studies may be suspended but not longer than for one year and not more than three times during the entire period of studies. The suspension of the studies is formalized by the Rector's decree following the dean's suggestion and approval of the Rectorate meeting;

116. 1. the studies may be suspended due to the court's decision.

117. The student has a right to return to the study place of the same funding conditions after interruption or suspension of the studies, provided such place remains free.

118. **Expel from the list of students.** The following students are expelled from the list of students:

118.1. those who have failed to complete the curriculum of studies by the end of the registration term for the semester studies;

118.2. those who have not attempted or failed to defend the final graduation work and who have not taken/passed the final exam;

118.3. those who are not willing to continue studies at the University;

118.4. those who cannot continue studies because of the health problems or death;

118.5. those who changed study program;

118.6. those who have not returned after the academic vacation, after suspension of the studies or those who have failed to start repeating;

118.7. those who have failed to pay tuition fee in due time stipulated in the contract;

118.8. those who have made severe violations of provisions at the University Statute, the Code of Ethics, other acts of internal rules and the provisions of the Regulation of the studies;

118.9. those who have committed crimes and have been sentenced according to the laws of the Republic of Lithuania;

118.10. foreigners, against whom a decision has been issued by state authorities obliging them to depart from the Republic of Lithuania;

118.11. foreigners, against whom a decision has been passed by state authorities on their deportation from the Republic of Lithuania;

118.12. in other cases provided for in the legal acts of the Republic of Lithuania.

119. The permission to expel a student from the list of students is, at the Dean's proposal, given by the Rectorate and legitimated by the Rector's decree at any time of the academic year.

120. The person expelled from the list of students must make full settlement with the University in accordance with the procedure approved by the Rector.

121. The person expelled from the list of students can renew the studies only by the Rector's decision having the approval of the Rectorate. The student can be enrolled only to higher course:

121.1. the person re-enrolled to university can start the studies from September 01 or the beginning of the spring semester. The term for the beginning of studies and the list of subjects to be studied are indicated by the Dean of the Faculty and legitimated by the Rector's decree;

121.2. if the changes in the study curricula in period after the interruption of the studies make not more than 20 percent, the person may be enrolled to a higher course (semester) providing the term of one academic year to complete with the mismatches; in case of major changes in the study curricula, the decision is made at the dean's proposal and at the Rectorate advice;

121.3. the person re-enrolled to studies may pretend to the place of the same conditions of funding, from which s/he was expelled; the person expelled from the State-funded place may be enrolled to the place partially funded by the State if the place is available in certain course of the study program; if the places funded by the State are not available, s/he may be enrolled the place not funded by the State.

122. The person expelled from the list of students according to the clause 118.2 has to renew the studies following the clause 121 and only after that s/he is allowed to present the graduation work/take the final exam for certain fee; s/he may be exempted from the fee if the justifiable reason exists.

123. At the request of the student expelled from the student list, the University may issue an academic Transcript of Records in which the subjects studied, their volumes and evaluations (grades) are indicated.

## **X. END OF STUDIES**

124. **Graduation work (exam).** The study of the program is completed with the assessment of student's competences by presentation of the graduation work (project) and final exams (when it is determined in the normative legal acts):

124.1. according to the Dean's proposal and following Rector's permission, the final examination / graduation work in the program shall be presented/passed by a student. The date of the final examination in the program / presentation of the final thesis in the program is announced and the Commission is appointed by the Rector or Vice-Rector for Studies. The Commission of the final examination / graduation work works following the procedure approved by the faculty's council or work regulation of the Commission;

124.2. an evaluation (grade) of the final examination / presentation of the graduation work in the program is entered in the section of final examinations at the end of the student's credit book and in electronic register of the final examination / presentation of the graduation work;

124.3. the student who failed to pass the final examination or graduation work is evaluated by negative grade shall be expelled from the list of students;

124.4. the student expelled from the list of students may retake the final examination / re-present the graduation work for a fee on receiving the Rector's permission. At the request of the student, not earlier than after one year the Rector may allow for a certain fee re-taking of the final examination in the program, which has been passed with a passing grade for the purpose of receiving a higher grade;

124.5. at least 12 credits shall be given for getting prepared for and passing of the final examination in the program and/or for writing and presenting of the graduation work in the undergraduate program, and 30 credits shall be given in the first cycle graduate program;

124.6. at least 15 credits shall be given for preparing and presenting of the final work (project), for getting prepared for and passing of the final examination (when it is determined in the normative legal acts) of the integrated studies.

125. If the student disagrees with the evaluation result (grade) of the final exam/graduation work, he/she has the right to appeal on the same day. In such case, the assessment of the examination shall be revised and the resolution will be issued by the Appeal Commission established by the Rector and in the presence of a member of the Student Union on the next work day.

126. The average grade of independent work (project) of the student for a certain academic year or semester is calculated by summing the grades of all evaluations provided for the semester (year) in the syllabus and dividing them by the number of the evaluations provided for the semester (year) in the syllabus. If the same examination/ independent work (project) of the student was evaluated more than one time (it was repeatedly taken or presented because of negative evaluation result), the arithmetic mean of all the evaluations of that examination/ independent work (project) of the

student shall be calculated. It shall be used to calculate the average grade of certain semester or academic year. The result is rounded down to the hundredth parts in all the calculations.

127. The average grade of evaluations in any study program is based on the final assessments of the subjects/modules.

**128. Diplomas, Diploma Supplements, Study Certificated:**

128.1. A person who has completed the programs of regular studies in profiles of university studies is awarded Bachelor or a Master degree and (or) professional qualification;

128.2. Diploma is issued with a Diploma Supplement, which is a transcript of the subjects/modules passed, the number of credits and the grades. In case of several evaluations of one subject, only the last evaluation result shall be reordered in the Diploma Supplement.

129. The **Diplomas with Honors** are issued:

129.1. the Diploma with Honors shall be issued to the graduates of the first cycle programmes, who have completed the degree study program with especially high evaluation results (all the evaluations of the subjects/modules of the study program are not lower than grade “good” and the average grade is not lower than 9 and the graduation work and/or final exam is evaluated as “very good” or “excellent”);

129.2. the Diploma with Honors is issued to the graduates of the second cycle programmes, who have completed the degree study program with especially high evaluation results (all the evaluations of the subjects/modules of the study program are not lower than grade “very good” and the average grade is not lower than 9,5 and the graduation work is evaluated as “excellent”);

129.3. the Diploma with Honors is issued to the graduates of the integrated study programmes, who have completed the study program with especially high evaluation results (all the evaluations of the subjects modules of the study program are not lower than grade “good” and the average grade is not lower than 9 and the graduation work is evaluated as “very good” or “excellent”).

130. The graduates must make full settlement with the University in accordance with the procedure established by the Rector.

131. After completion of studies or their termination, a completely arranged personal file of a student with signature of the Dean is transferred for storage in the University Archives.

132. The diplomas of an established form and Diploma Supplements are issued in the official language of the State to the persons who have completed the chosen degree-awarding study program of a certain cycle.

## **XI. ACADEMIC HONESTY**

**133. Violations of academic honesty during evaluation:**

133.1. **talking** – defined as communication with other participating persons with regard to the study program. It is forbidden to talk during the evaluations unless it was indicated otherwise publicly



before the evaluation. In case of the first offence the student is warned by making certain remark in the evaluation protocol/examination page. If the student offends repeatedly, s/he is expelled;

**133.2. having and using of mobile phones, other electronic means or other impermissible information sources.** During the evaluation it is allowed to have and use only the information sources, which were specified publicly before the evaluation. Having or using of other information sources is considered as a case of academic cheating. If it is determined that the student has or uses the impermissible information sources, s/he is expelled;

133.2.1. the students must collaborate the university staff at the evaluation in order to still doubts regarding violation of the evaluation procedure; the disagreement of the student to collaborate is considered to be the proof of cheating;

133.2.2. the University may use the legal special means and tools to block the radio-communication including the mobile networks during the period evaluations;

133.2.3. the University provides the necessary means to the students for the execution of the exam;

**133.3. copying from the other student.** The copying of the whole or part of the work from the other student is considered to be an impermissible usage of the information sources and thus considered as academic cheating. In case of the doubt that the student(s) were cheating, the dean establishes the commission from three lecturers (two lecturers should be from the division, where the work was written, and one – from another academic division), representative of the faculty's administrator and one student delegated by the Student Union. The commission assesses whether there were facts of copying the work contents, what percentage of the work contents was copied, and presents its findings and conclusions to the dean. When the dean assesses the commission's conclusions and circumstances of examination, s/he makes a proposal to the Rectorate to consider the expulsion of the student(s) from University;

**133.4. feigning other student.** If it is determined that another person participates or intends to participate in the evaluation in place of the student, the student is excluded from the list of students. If the person, who intended to participate or participated in examination in place of the student, studies at LSMU, s/he is also excluded from the list of students.

134. Academic cheating while preparing the written works:

**134.1. plagiarism** – intellectual theft of various sorts (texts, visual aids), conscious appropriation of research data, simulation and falsification of the scientific work, and usage of the data in the scientific works (essays, papers, course works, projects, theses of scientific work, graduation works, etc.) without indicating the sources of knowledge. In case of the doubt about the plagiarism, the dean forms the commission from three lecturers of the University (two lecturers should be from the academic sector, where the work was written, and one – from another academic sector), representative of the faculty's administrator and one student delegated by the Student Agency. The commission assesses whether there are facts of improper quotation or plagiarism in the work, and presents its commissions to the dean. The commission may use all the technical means, which are necessary to assess the fact and volume of the improper quotation/plagiarism. When the fact of plagiarism is confirmed, the dean makes a proposal to the Rectorate to consider the exclusion of the student from the list of students;

134.1.1. all the graduation thesis shall be checked for plagiarism following the procedure specified by the Senate; other written works may be checked in case of suspicion about plagiarism;

134.2. **duplication of the work** – repeated usage of the scientific work or its part (repeated presentation for evaluation), when the written work had already been presented and defended in this or other educational institution in Lithuania or abroad, without making such references in the sources. The duplicated part of the work (if it is not referred to in the sources), which parts of continued work were taken from other written works of the same author, is not evaluated. If the major part of the work is duplicated, the commission formed by the Rector makes the decision to the Rectorate to consider the exclusion of the student from the list of students;

134.3. **falsification of the research data.** The data used in the scientific work have to be collected by the work's author or their publication source has to be indicated. The falsification of the research data is academic cheating and violation of the research ethics. If the falsification fact of the research data is determined, the student is expelled.

## **XII. INCENTIVES AND ACADEMIC PUNISHMENTS OF THE STUDENTS AND LISTENERS**

135. The incentives may be applied for the students or listeners, who have distinguished in academic, creative or sport life at University, while the punishments may be applied for the students and listeners, who have violated the study regulation and other legal acts of the University and/or rules of academic ethics:

135.1. The following incentives may be applied for the students or listeners:

135.1.1. citation;

135.1.2. letter of acknowledgement;

135.1.3. diploma of scientific, creative or sport achievements;

135.1.4. scholarship (for the students only);

135.1.5. other incentives, which do not contradict to laws and University's internal rules.

136. The following punishments may be applied for the students or listeners:

136.1. warning;

136.2. reprimand;

136.3. other punishments, which do not contradict to laws and University's internal rules;

136.4. expel from the University.

137. The students and listeners are expelled from the University by the rector. Other incentives or punishments are appointed by the faculty deans or rector.

138. The teacher may ask the student to leave the class because of his/her improper behavior that obstructs the studies. This has to be recorded as missed class and the department/clinic manager has to be informed.

139. The student or the listener, who does not agree with the incentive or punishment, may address the Commission of Dispute Settlement in written in 2 work days after announcement of certain incentive or fine.

### **XIII. ASSURANCE OF THE QUALITY OF STUDIES**

140. The quality of the University's studies is assured through the internal quality assurance system of the University, external assessment and accreditation of the study programs, external institutional assessment and/or accreditation, and participation of the employees in the activity of quality management.

141. The internal quality assurance system of the University is meant to assess and improve the study process. It follows the main documents of the policy of the higher education of the European Union, satisfies the provisions and guidelines of quality assurance of the European higher education, and laws and legal acts regulating the higher education in the Republic of Lithuania.

142. The assurance of studies' quality at University is regulated by the regulations approved by the LSMU Senate.

143. The University's activity indicators are publicized. The information on study programs and awarded qualifications of higher education is published on the University's website.

144. Only the accredited study programs are conducted at University. The information on external assessment results of the study programs is published on the University's website.

145. The students and the listeners are entitled to assess the quality of teaching the subjects, study facilities and implementation of the study programs.

146. When the faculties and other sectors, committees of study programs create new study programs and improve the present, prepare the self-analysis and accreditation documents, they have to follow the legal acts of the Republic of Lithuania and the University, and to take into account the notes and offers of the experts.

147. The University performs the self-analysis of the activity periodically. The University's activity related to the studies is constantly improved with regard to the conclusions of the external evaluations.

### **XIV. RIGHTS AND DUTIES OF THE STUDENTS AND THE LISTENERS**

148. One of the main features of the University is accessibility to everyone, regardless the views (including the religion), nationality, gender or social status.

149. The students have a right:

149.1. to acquire the education of the study program indicated in the contract for studies, which would satisfy the volume and quality standards defined in this Regulation, LSMU Statute and laws of the Republic of Lithuania;

149.2. to participate in academic exchange, to stop and renew the studies following the procedure specified herein, to change the study field, program, form in the determined procedure, to use the methodical and scientific literature and information sources necessary for the study program and available at University, as well as University's facilities meant for studies, cultural life, health care and rest, libraries, scientific equipment, cultural, sport and rest bodies;

149.3. to use the presented studying material personally. It is forbidden to publicize and deliver, change or use the studying material presented in electronic or other modes for other purpose than own studies;

149.4. to get familiar with the rules of occupational safety and behavior with animals, to have a possibility for vaccination from dangerous diseases (rabies, tetanus, etc.); to be insured from accidents during the study process;

149.5. to participate in the scientific activity, to use the scientific laboratories, to get involved into the activity of the Students' scientific association. To present their scientific works during the conferences organized by the Students' scientific association and to publish the prepared articles;

149.6. to use the academic freedom of thought and word for expression of thoughts and beliefs about any scientific, social or cultural issue, if this does not violate the laws and legal acts of the Republic of Lithuania;

149.7. to receive the information related to the studies, to assess the study programs, study process and work of the lecturers;

149.8. following the procedure specified herein, to appeal the evaluation grades and decisions of the University's administration to certain commissions of dispute settlement, and to receive an answer within the set terms;

149.9. to join the Student Union and other students' organizations, to be elected to their management bodies, and to participate in the activity of other social, cultural and political organizations, which are not against the laws of the Republic of Lithuania and the LSMU Statute;

149.10. to participate in the self-government of the University and its sectors.

150. The students and the listener's duties are:

150.1. fulfill the requirements of the selected study program and contract of studies;

150.2. follow the provisions of this Regulation, LSMU Statute and other acts regulating studies and internal life at the University, as well as laws of the Republic of Lithuania;

150.3. execute the decisions of the administration of the University and its academic sectors;

150.4. settle with the library, other sectors of the University and Student Union when the studies are finished (cancelled);

150.5. follow general moral norms and academic ethics.

## **XV. EFFECT OF THE REGULATION**

151. The Regulation of the studies comes into effect on September 01, 2013.

152. The clause 33 of the Regulation of the studies comes into effect when the regulation of study information system is prepared.

153. The sub-clause 48.2 of the Regulation of the studies is applied to the students, who are enrolled in 2013 and later.

154. The sub-clause 79.2 becomes invalid when the electronic study credit book comes into effect on September 01, 2014.

155. The clause 88 of the Regulation of the studies comes into effect when the faculty councils approve the organization procedure of the practice of professional activity.

156. The sub-clause 105.5 and clause 106 of the Regulation of the studies are applied for the academic debts from the academic year 2013/2014. The terms valid before this Regulation of the studies will be applied for liquidation of the academic failures until December 31, 2013.

157. The sub-clause 149.4 of the Regulation of the studies comes into effect on January 01, 2014, new financial year.