

APPROVED
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of the Lithuanian University of Health
Sciences on 20th of June, 2014

**REGULATION OF THE STUDIES AT THE LITHUANIAN UNIVERSITY OF HEALTH
SCIENCES**

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CHAPTER I GENERAL PROVISIONS

1. The Regulation of the Studies at the Lithuanian University of Health Sciences (hereinafter University) (hereinafter Regulation) determines the following issues related to the studies of the first and second cycle and the integrated studies:
 - 1.1. admission procedure of students and listeners to the University (chapter II hereof);
 - 1.2. rights and duties of the students and listeners (chapter III hereof);
 - 1.3. responsibility of the subjects participating in the study process (chapter IV hereof);
 - 1.4. system of the studies (chapter V hereof);
 - 1.5. funding of the studies (chapter VI hereof);
 - 1.6. process of the studies (chapter VII hereof);
 - 1.7. academic mobility (chapter VIII hereof);
 - 1.8. evaluation of achievements of the students and listeners (chapter IX hereof);
 - 1.9. procedure of determination and comparison of the means of studying results (chapter X hereof);
 - 1.10. partial studies (chapter XI hereof);
 - 1.11. record of the studying results (chapter XII hereof);
 - 1.12. coordination principles of studies and participation in other activity of the University (chapter XIII hereof);
 - 1.13. system of incentives and punishments imposed on the students and listeners (chapter XIV hereof);
 - 1.14. completion of studies (chapter XV hereof);
 - 1.15. settlement procedure of the students and listeners with the University when the studies are finished or cancelled (chapter XVI hereof).
2. This Regulation does not regulate:
 - 2.1. the residency studies conducted at the University;
 - 2.2. the doctoral studies conducted at the University;
 - 2.3. the quality assurance issues of the University's studies and science;
 - 2.4. the scientific activity conducted at the University;
 - 2.5. the determination of funding of the University's study programs (hereinafter study program), tuition fees and payments, which are not directly related to the implementation of the study program, and scholarships;
 - 2.6. procedure of settlement of the disputes between the students and administration or other employees, except for appeals regarding evaluation of the students' achievements and record of the studying results.
3. This Regulation was prepared following these legal acts:
 - 3.1. Law of Science and Studies of the Republic of Lithuania (hereinafter Law of Science and Studies);
 - 3.2. Statute of the Lithuanian University of Health Sciences (hereinafter University's Statute).
4. Definitions used herein:
 - 4.1. **Graduate** – the person, who has completed the University's study program and received the diploma certifying the qualification of higher education;
 - 4.2. **Academic failure** – the test and/or exam that was not taken/passed before the deadline specified in the chapter IX 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;

- 4.3. **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;
- 4.4. **Academic cheating** – any attempt of the student or listener to achieve better study results by fraud;
- 4.5. **Academic hour** – time of contact work that is equal to 45 minutes of the astronomic hour;
- 4.6. **Studies of the second cycle (postgraduate)** – the university studies, which grant qualification degree of Master;
- 4.7. **Graduation work**– the written work that generalizes studying achievements – skills and knowledge, which are necessary to acquire qualification of the University;
- 4.8. **Final exam** – the exam that summarizes all the studying achievements – knowledge and skills, which are necessary to acquire the qualification of higher University education;
- 4.9. **Partial studies** – studying of the student at some other Lithuanian or foreign higher education institution, according to the part of study program, which provides skills and knowledge, which are evaluated and confirmed by the certificate;
- 4.10. **Subject** – the smallest unit of the study program, which has defined purpose and is oriented to the studying results, and which trains general and/or special discipline-related competences necessary to acquire the qualification degree. The subject's studies end in the exam or some other evaluation of its achievements, knowledge and skills;
- 4.11. **Subject's description** – the document, where the following information is recorded: name of the subject/module, its volume, described objectives, brief content, modes of studies (work in lecture halls, practice, independent work) and form of accounting (credit test or evaluation by mark);
- 4.12. **Unit responsible for the subject/module** – the unit that prepares and implements the program of the subject(module) or that supervises (coordinates) the subject(module), if more than one unit participates in the studies of the subject/module;
- 4.13. **Dean's office** – the unit that maintains the activity of the Faculty's dean and vice deans;
- 4.14. **Supplement to the Diploma** – an integral part of the diploma, the document supplementing the diploma and providing information on the content of the acquired higher education;
- 4.15. **European credit transfer and accumulation system (ECTS)** – system based on the student's work time meant to achieve the objectives and competences of the study program endeavored by the student;
- 4.16. **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). If the system of the cumulative grade is applied for the subject/module, the exam consists of the cumulative part and the final test;
- 4.17. **Commission of dispute settlement** – the University's body that examines the students' disputes with the University's administration and other employees;
- 4.18. **Minor studies** – the part of study program of the first cycle that consists of the obligatory subjects(modules) determined by the subjects, who prepared the study program, and/or subjects(modules) of another study field selected by the student, which would satisfy the minimal requirements set by this study field (branch) for double qualification degree. The volume of the minor study program is 60 credits;
- 4.19. **Extended form of studies** – organization form of the study programs of all the levels granting degree, which volume of one year of extended study form cannot be bigger than 45 credits;

4.20. **Credit test** – checking and evaluation of the student’s knowledge and skills 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 (graduation credit test – for the ones, who entered before 2010);

4.21. **Joint study program** – the study program prepared and executed by at least two higher education institutions, which purpose is to provide the student with a possibility to acquire wider range of knowledge and skills than could be provided by the study program implemented just by one higher education institution;

4.22. **Listener** – a person, who has made the contract with the University in the form set by the University’s rector and entered into the list of the University’s listeners, who studies individual subjects (their groups), which make not more than 30 percent of the program’s volume; the person, who studies according to the programs of non-formal education or who goes to the courses carried out at the University;

4.23. **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 also remote. The contact work time is divided into the time spent in lecture halls (lectures, seminars, laboratory works, exercises) and outside the lecture halls (consultations, work in the hospital’s units, etc.);

4.24. **Course** – sequence of study years in the study program;

4.25. **Module** – the part of the study program consisting of several subjects related by the contents that has a defined goal and is oriented to the studying results and training of certain skills, general and special subject-related competences, which are necessary to acquire the qualification degree; the smallest possible volume of the module is determined by the legal acts of the Republic of Lithuania;

4.26. **Academic year** – calendar arrangement of one year of studies;

4.27. **Failed student** – the student, who has academic failures, i.e. who has not completed the failures within the terms set in the clause 303 herein;

4.28. **Regular studies** – the main organization form of the studies of all levels awarding degree, which volume of one year at the University is 60 credits;

4.29. **Additional practice** – optional, not paid and voluntary practice, during which the student of certain University’s study program acquires practical knowledge, skills and experience, according to the objectives and results provided in the contract of additional practice and being under supervision of the practice supervisor;

4.30. **Additional studies** – studies, during which the subjects of the first cycle (Bachelor) are studies, and which are necessary so that the student would have sufficient knowledge and skills for the studies of the second cycle in certain field;

4.31. **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. The dean of the University’s faculty (hereinafter Faculty) assesses the reasonability and approves the duration of the justified period;

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

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

4.34. **Practice of professional activity** – the part of the study program, during which the student’s knowledge, competences and skills are consolidated, applied and improved in the practical professional activity. The practice of professional activity is organized and carried out in the institutions, which activity is related to the future professional activity of the student;

- 4.35. **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, knowledge and system of values;
- 4.36. **Rector's office** – deliberative body of the University's rector;
- 4.37. **Semester** – the period of studies, after which the study results are generalized 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;
- 4.38. **Session** – period in the end of the semester, during which the student, who does not study in cycles, account for the studies subjects;
- 4.39. **Studies** – learning at a higher education institution according to a certain program of studies or its part by a person who has completed at least high/secondary school education;
- 4.40. **Student** – a person, who has concluded the contract of studies with the University and recorded in the list of the University's students or registered in the students' register;
- 4.41. **Credit of studies** (hereafter credit) – measurement unit of the volume of subject/module used to measure study results and work time of the student necessary to achieve the planned results of the subject/module. One credit is on average equal to 27 hours of work hours of the student or the listener;
- 4.42. **Year of studies** – the period determined by the University's Senate (hereinafter Senate), indicating beginning and end of the studies. The year of studies is divided into semesters and holidays;
- 4.43. **Certificate of studies** – the document on the results of the studies issued to the person;
- 4.44. **Syllabus** – arrangement of contents of study program in study year or semesters;
- 4.45. **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;
- 4.46. **Committee of the study program** – the committee responsible for preparation, renewal and management of the study programs and acting according to the Quality Assurance Regulation of Studies and Education at University approved by the Senate (hereinafter Quality Assurance Regulation of Studies and Education);
- 4.47. **Studying results** – totality of knowledge and skills acquired during the studies, which volume is defined in credits and the level is evaluated in the mark;
- 4.48. **Record card of studying results** – document recording the studying results, where the names of the passed subjects/modules in original and the Lithuanian languages, volume and evaluation of the subject/module are entered; **Timetable of studies** – arrangement of syllabus in the academic year. The schedule of studies consists of two parts: **calendar timetable** – sequence of studying of the subjects/modules provided in the syllabus and arrangement of terms in semesters – and **detailed timetable of the subject/module** – arrangement of contact work hours in months and days;
- 4.49. **Independent work time of the student (listener)** – studies of educational, scientific and methodical literature, work of the students or listeners in the groups, which are not directly controlled by the lecturer, in the laboratories, preparation of scientific researches, implementation of the projects and other independent activity of the student or listener meant to achieve the results of the study program;
- 4.50. **Independent work (project) of the student (listener)** – 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 unit conducting the studies;
- 4.51. **Unit conducting the studies** – the Faculty's unit (department, clinic, faculty's institute) or the University's laboratory of scientific institute, which main activity is to conduct the studies and/or scientific researches and experimental (social, cultural) development;

4.52. **Study information system (LSMUSIS)** – official electronic study information system of the University, which structure, operation and usage is determined by the Senate;

4.53. **Target funding** – the budgetary resources of the State of the Republic of Lithuania, which may be awarded to pay the tuition fee (or its part) of the students of higher education institutions admitted to the study programs of the first cycle or integrated studies every year following the competition, except for the persons specified in the Law of Science and Studies of the Republic of Lithuania;

4.54. **Integrated studies** – studies, which cover the first (Bachelor) and second (Master) cycles of the studies, which volume is at least 300 and not more than 360 credits, and after which the Master's degree and/or special professional qualifications is awarded. The first part of the program of integrated studies (240 credits) 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);

4.55. **Evaluatees** – students and listeners, who have acquired the right to participate in the evaluation following this Regulation, legal acts of the Republic of Lithuania or the study program;

4.56. **Evaluation types: diagnostic evaluation** – the evaluation type used to evaluate the primary level of the student's knowledge and skills or preparation for certain cycle of studies; **forming evaluation** – the evaluation type used to evaluate critically and to correct the course of learning; **summarizing evaluation** – the evaluation type used to sum up and generalize the studying results of the students;

4.57. **System of evaluation by a cumulative grade (cumulative evaluation)** – methodology of evaluation of the student's achievements when an evaluation grade (mark) 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;

4.58. **Evaluation observers** – representatives of the University's, Faculty's administration and/or students' representatives appointed by the Student Representative Office of the University (hereinafter Student Representative Office), who observe the course and procedures of evaluation;

4.59. **Content of evaluation** – knowledge, skills, competences or professional behavior acquired while studying the subject/module, which are checked during the evaluation;

4.60. **Tasks of evaluation** – particular task (question, situation, presentation of practical skill, etc.) provided in the program of the subject/module that corresponds to the content of evaluation;

4.61. **Evaluators**– persons, who are entitled to evaluate the students according to this Regulation.

CHAPTER II

ADMISSION OF STUDENTS AND LISTENERS TO THE UNIVERSITY

5. The Senate shall determine the admission rules of the students and listeners to the University every academic year.

6. During the admission process to the University, the University's rector (hereinafter Rector):

6.1. shall approve the composition of the Admission commission that organizes and implements the admission of students and registers the students to the first course (year);

6.2. shall carry out the admission of listeners.

7. The University's Council (hereinafter Council) shall determine every year the total number of places of studies after having taken into account the Senate's suggestions and possibilities to assure the quality of studies and education.

8. The students and listeners shall be admitted to the University following the laws of the Republic of Lithuania, Description of general admission procedure to the studies of the first cycle and the integrated studies at the Lithuanian higher education institutions approved by the Lithuanian Association of Higher Education Institutions, and admission rules of listeners and students for certain year approved by the Senate.

9. The persons, who have at least the secondary level education, are admitted to the studies of the first cycle and the integrated studies by means of open competition, taking into account their studying results and entrance exams. They have to satisfy other criteria determined in the admission rules of listeners and students for certain year approved by the Senate.

10. The persons, who have graduated the University studies of the first cycle, or who have higher college education and have completed additional studies, are admitted to the studies of the second cycle by means of open competition, taking into account their studying results and entrance exams. They have to satisfy other criteria determined in the admission rules of listeners and students for certain year approved by the Senate.

11. The additional requirements of language skills may be set for the persons, who want to be admitted to the joint study program with foreign higher education institution(s).

12. The citizens of the foreign countries, who have at least the secondary level education recognized in Lithuania and permit of temporary or permanent residence in the Republic of Lithuania, may study at the University and take the places funded or not funded by the State.

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

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

13.2. 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, or

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

14. The persons, who do not satisfy the criteria listed in the clause 13 herein, may be admitted to the University by means of open competition to study for their own account, unless the international contracts or other legal acts determine otherwise.

15. The listeners shall submit written applications for admittance to the Rector.

16. The listeners may be admitted to the University at any time during the academic year.

17. The persons admitted as students or listeners shall make the contract of studies in the form approved by the Rector with the University. The student and listener are considered enrolled to the University from the day when they sign the contract of studies with the University.

18. The Rector shall verify the lists of the students enrolled to the University.

19. When the contract between the University and the student is made, the Rector shall use it as a ground to pass an order regarding the student's enrollment, where the student's name, surname and registration number have to be indicated.

20. The registered student, who has his/her registration number, user's name and password, must check the personal and contact data when s/he logs to the study information system for the first time. If s/he finds inaccuracies of the contact data, s/he must specify them. If the student encounters inaccuracies of the personal data, s/he must notify the Faculty's dean in written hereof in 3 days. The Faculty's dean is responsible for correctness of the student's data in

the database of study information system and the register of students. Only the responsible person assigned by the manager of the Center of Studies may change the personal data in the University's database of study information system and the register of students;

21. The student is responsible for correctness of his/her personal and contact data present in the database of study information system.

22. The student has to check his/her personal and contact data regularly and to renew them, when needed. If the student does not present information on the changed contact data, the University shall not be held liable for the cases when the student does not get the information intended for him/her because of this reason. If it is necessary to supplement the personal data (name, surname is changed, etc.), the student has to submit a written application and documents supporting the supplementation of personal data to the responsible person assigned by the manager of the Center of Studies.

23. The student (listener) ID card is issued to all the students and listeners admitted to the University. The card shall show the student's picture, name, surname, Faculty, study program and student's registration number. The issuance and usage procedure of the student (listener) ID card shall be determined by the Rector.

CHAPTER III RIGHTS AND DUTIES OF STUDENTS AND LISTENERS

24. The students are entitled:

24.1. to acquire the education of the study program indicated in the contract of studies that would satisfy the volume and quality standards defined in the University's Statute, other legal acts of the Republic of Lithuania and other internal legal acts of the University;

24.2. to study according to the individual syllabus;

24.3. to participate in the academic exchange, to cancel and renew the studies as specified herein, to change the field, program or form of studies following the determined procedure, and to study according more than one study program;

24.4. to study in another Lithuanian or foreign higher education institution and to apply to the University's administration for inclusion of studying results from other Lithuanian or foreign higher education institution;

24.5. to take academic leave without losing the student's status and right to continue the studies in the place funded by the State after the academic leave, provided the student was in such a place before the leave;

24.6. to use the methodical and scientific literature, material and information sources available at the University and necessary for the study program, the University's premises meant for studies, cultural life, health protection and rest, libraries, scientific equipment, cultural, sport and rest facilities;

24.7. to use individually the study material presented during the course of studies;

24.8. to suggest the topic for own graduation work or to select from several suggested topics;

24.9. to be introduced to the rules of occupational safety and behavior with animals, to have an opportunity to be vaccinated against dangerous diseases (rabies, tetanus, etc.) or to be insured from accidents during the study process;

24.10. to participate in the scientific work, to use the scientific laboratories, and to participate in the activity of the students' scientific society;

24.11. to present the own scientific works in the conferences organized by the students' scientific society and to publish the prepared articles;

24.12. to enjoy the academic freedom of thought and word, to express own ideas and beliefs regarding scientific, public and cultural issues, provided this does not contradict to the laws and other legal acts of the Republic of Lithuania and the University's internal documents;

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

24.14. to appeal the results of the studies' evaluations and record of the studying results following the procedure specified herein, and to appeal the decisions and/or default to act of the University's administration and other employees following the procedure of settlement of the disputes between the students and administration or other employees approved by the Senate, and to receive the decision regarding the aforementioned appeals without prejudice to the set terms;

24.15. to join the activity of the Student Representative Office, to take part in the activity of other students' organizations, to be elected to the management bodies of these organizations, and to participate in the activity of other public, cultural and political organizations, which does not contradict to the laws of the Republic of Lithuania and the University's Statute;

24.16. to take part in the self-government of the University and/or its units;

24.17. to receive scholarships in the cases and procedure stipulated in the Law of Science and Studies, other legal acts and Rules of Awarding the Memorial Scholarships and Incentive Scholarships for the Students of the First, Second Cycle and the Integrated Studies (hereinafter Rules of Awarding the Scholarships) approved by the Senate;

24.18. to repeat the examination twice free of charge if the student does not pass the exam (final testing) or intermediate credit test;

24.19. to choose different duration of the regular or extended studies than specified in the clause 52 herein; however the volumes of certain study forms specified in this Regulation have to be taken into account.

24.20. to enjoy other rights determined in the laws of the Republic of Lithuania, University's Statute or other legal acts.

25. The listeners have the rights indicated in the clauses 24.6 - 24.7, 24.9 - 24.1510 and 24.12 - 24.14 herein.

26. The students and the listeners have:

26.1. to study diligently;

26.2. to implement the requirements and tests set for the selected study program and contract of studies;

26.3. to follow the requirements of the laws of the Republic of Lithuania, University's Statute or other legal acts, provisions of this Regulation, and other acts regulating internal order of the University;

26.4. to execute the decisions of the administration of the University and units conducting the studies, Rector's orders, and instructions of the faculties' deans or managers of other units conducting the studies;

26.5. to account with the University after the studies have been finished (cancelled) following the settlement procedure of the students and listeners with the University when the studies are finished or cancelled approved by the Rector;

26.6. not to distribute, spread or exchange the study material presented during the process of studies electronically or in some other mode, and not to use it for any other purpose than studies;

26.7. to follow the norms of academic ethics and general moral norms.

27. The students' rights of intellectual property to the works and other results of intellectual activity created during the studies are regulated by the Rules of management of the University's intellectual property approved by the Council.

CHAPTER IV RESPONSIBILITY OF OTHER PARTICIPANTS IN THE PROCESS OF STUDIES

28. The Center of Studies:

28.1. shall coordinate the implementation of the studies of the first and second cycle and the integrated studies;

28.2. shall be responsible for coordination of timetables of studies and examination of the mandatory and elective subjects with the units conducting the studies, and their publication on the University's website, in the column of academic information of the Center of Studies;

28.3. shall be responsible for record of the students of the first and second cycle and the integrated studies, data handling in LSMUSIS and their presentation to the register of students;

28.4. shall be responsible for presentation of information to the State Studies Foundation;

28.5. shall be responsible for transfer of the Rector's orders regarding the students' studies to the deans of the faculties and units conducting the studies;

28.6. shall implement other functions stipulated in this Regulation and other internal legal acts of the University.

29. The unit conducting the studies:

29.1. shall be responsible for organization, execution and quality of the subject/module;

29.2. shall organize and implement the evaluation process of the students' achievements and shall be responsible for correctness of the data on students' evaluation and submission of such data to the data base of e-register (ZIN) of LSMUSIS;

29.3. shall determine the procedure, how to work off the classes missed by the student, shall organize and carry out re-taking of academic failures;

29.4. shall prepare and register new descriptions of subjects for the next academic year at LSMUSIS database of the descriptions of subjects after having received the approval of the Faculty's Council;

29.5. shall be responsible for registration of the elective subjects suggested by the unit at LSMUSIS;

29.6. shall be responsible for execution of the Rector's orders regarding repletion of studies or expel from the lists, shall guarantee that the students, who are left to repeat the course or who are expelled, would not be permitted to participate in the studies of higher semester;

29.7. shall implement other functions stipulated in this Regulation and other internal legal acts of the University.

30. The managers of the units conducting the studies shall guarantee the implementation of functions assigned to such units by this Regulation or other internal legal acts of the University. The managers of the units conducting the studies shall assign the persons responsible for implementation of such functions in the units conducting the studies.

31. Dean of the faculty:

31.1. shall make decisions provided in this Regulation and other internal legal acts of the University, which are obligatory for the Faculty's employees, students and listeners and related to the study process;

31.2. shall accept the students' applications to the Rector regarding the studies and shall submit them for consideration in the Rector's office;

31.3. shall submit suggestions to the Rector regarding the admission of students and listeners to the University, and their expel;

31.4. shall submit suggestions to the Rector regarding the imposition of incentives and punishments to the students and listeners, and completion of academic failures;

31.5. shall register the successful students for the studies of the next semester and for the elective subjects;

31.6. shall approve the list of elective subjects after having coordinated the individual timetables with the unit conducting the studies;

31.7. shall be responsible for submission of the deans' decrees regarding changes in the students' status to the Center of Studies and person responsible for the register of students;

31.8. shall form the commission to investigate the student's academic cheating and violations of assessment ethics;

31.9. shall be responsible for submission of the Rector's orders and other information on conduction of studies o the student;

31.10. shall implement other functions stipulated in this Regulation and other internal legal acts of the University.

32. The unit responsible for the subject/module:

32.1. shall be responsible for preparation of the subject's (module's) description in the database of subject descriptions of LSMUSIS;

32.2. shall coordinate the organization and implementation of the studies of the subject/module;

32.3. shall be responsible for recording of the date of credit test or exam planned in the timetable or assessment of the independent work (project) of the students or listeners in e-register (ZIN) of LSMUSIS;

32.4. shall implement other functions stipulated in this Regulation and other internal legal acts of the University.

CHAPTER V SYSTEM OF THE STUDIES

FIRST SECTION CYCLES AND FORMS OF THE STUDIES

33. The University conducts the studies according to the degree-awarding study programs and study programs, which do not award any degree.

34. The University conducts the studies of three cycles awarding the degree:

34.1. 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), and/or professional qualification are awarded in the end of the studies of the first cycle);

34.2. the second cycle (the Master's degree and/or professional qualification are awarded in the end of the studies of the second cycle);

34.3. the third cycle (the doctoral degree is awarded in the end of the studies of the third cycle after the dissertation has been defended).

35. The integrated studies are also conducted at the University. They include the first and the second cycles (in the end of the integrated studies the Master's degree and/or professional qualification are awarded).

36. There are the following forms of studies, which award and do not award the degree:

36.1. regular form;

36.2. extended form.

37. The studies of regular or extended forms may be full-time or part-time (sessions); the studies at University may also be organized as remote studies.

38. When the study programs of different forms of studies are completed, the acquired education is equal.

39. The University also conducts the studies, which do not award degree (including residency), additional, partial non-formal studies or trainings meant to improve the qualification and professional skills, to develop general skills, and to acquire additional knowledge.

40. 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 The additional studies are organized when:

- 40.1. if the person has higher college education in the same field;
- 40.2. the field of major or minor studies of the first cycle completed at University does not correspond to the selected field of the second cycle.
41. The Senate may pass a resolution that in the cases specified in the clauses 40.1 - 40.2 herein, it is enough for the students trying to enroll to certain programs to have the experience of practical activity of determined character and duration.
42. If the person, who wants to study in the second cycle, lacks more competences than the additional studies may provide, s/he must acquire these competences while studying according to the study program of the first cycle of the University.

SECOND SECTION UNIVERSITY'S INTRANET

43. The University uses Intranet that is meant for internal communication and presentation of the studies' material.
44. When the students enter the University, the e-mail address is generated for him/her, and it is the main communication tool of the academic information.
45. All the information related to the process of studies is sent to the student by the e-mail of the Intranet. The student must check the Intranet's e-mail and such method of the information's presentation to the student is considered suitable.

THIRD SECTION VOLUME AND DURATION OF THE STUDIES

46. The volume of the study programs, modules and individual subjects is calculated in credits.
47. The duration of studies is calculated in the years of studies.
48. The volume of the studies of the first cycle (undergraduate) cannot be smaller than 210 and not bigger than 240 credits.
49. The volume of the studies of the second cycle cannot be smaller than 90 and not bigger than 120 credits.
50. The volume of the integrated studies cannot be smaller than 300 and not bigger than 360 credits;
51. The volume of the study program, which completion results in the awarding of double Bachelor's degree in the major study field (branch) and minor study field (branch) is 240 credits.
52. The volume of regular studies at university is 60 credits per academic year. The volume of extended studies cannot exceed 45 credits per academic year.
53. The volume of additional studies cannot exceed 60 credits, when the studies of the second cycle planned afterwards belong to the same study field as the studies of the first cycle completed before these studies; cannot exceed 90 credits, when the studies of the second cycle planned afterwards belong to the different study field as the studies of the first cycle completed before these studies
54. The list of subjects/modules of the additional studies and major studies shall be determined by the committee of certain study program of the second cycle. The list shall be approved by certain council of the faculty. The volume of additional studies may be determined individually. In such a case the committee of certain study program of the second cycle may reduce the volume of additional studies and/or form individual plan of additional studies following the student's application and after having taken into account the content of the completed studies and competences granted during them. The individual plan should be submitted for approval of the Faculty's dean in 10 work days after its formation. The Faculty's

dean shall make decision regarding this issue in 5 work days after receipt of the individual plan. The decision of the Faculty's dean shall be executed in the decree. The student shall be informed about the decree of the Faculty's dean in 2 work days after the decree has been made.

55. The listeners may choose the volume of studies at their own discretion; however the University must approve all the choices. The volume and duration of the listeners' studies shall be determined by the contract of studies according to the approved descriptions of study programs or subjects/modules.

FOURTH SECTION STUDY PROGRAMS

56. The studies at the University are carried out according to the study programs approved by the Senate and registered following the legal acts of the Republic of Lithuania.

57. The study programs are built and conducted, according to the study fields and branches approved by the Government of the Republic of Lithuania. The degree-awarding study programs of the first and second cycles and the integrated studies are conducted at the University. The study programs of the first cycle may be of major or minor study field (branch).

58. The study programs are prepared, implemented and renewed following the procedure determined in the legal acts of the Republic of Lithuania, quality assurance regulation of the University's activity, and other internal documents of the University.

59. The joint study programs are prepared and implemented following the contract on implementation of joint study program signed by the University and its partners – higher education institutions, as well as provisions of quality assurance regulation of studies and science.

60. The joint studies at the University and each partner-higher education institutions providing joint qualification shall make at least 30 credits.

61. The study program consists of the subjects and/or modules.

62. The subjects/modules are arranged in the study programs according to the semesters and their volume in credits is indicated.

63. According to the content of studies, the subjects/modules are divided into the subjects of the general University studies and subjects of the study field (branch). 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:

63.1. obligatory – the subjects of the general University studies and the selected field (branch), which are necessary to achieve the studying results provided in the study program;

63.2. elective – these are the subjects/modules of the general University studies and the selected field selected from the approved list. The election procedure of the elective subjects is described in detail in the section V of the chapter VII of this Regulation.

64. The student's work hours of each subject are divided into the hours of contact and independent work. The lectures shall make not more than 30 percent of the contact work time at the University. The contact work:

64.1. shall make at least 20 percent of the total volume of the study program during the studies of the first cycle;

64.2. shall make at least 10 percent of the total volume of the study program during the studies of the second cycle.

65. 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.

66. The studies of each subject/module end in the examination or independent work (project) of the student or listener. If the student has studied more subjects than indicated in the

study program, they shall be included according to the provisions of the Chapter XII hereof and recorded in the supplement to the diploma.

CHAPTER VI FUNDING OF THE STUDIES

FIRST SECTION GENERAL PROVISIONS

67. The studies at the University are:

67.1. completely funded by the State;

67.2. partly funded by the State;

67.3. not funded by the State.

68. 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.

69. When the semester is over, the list of the students of the studies of the first and second cycles and of the integrated studies admitted before the Law of Science and Studies entered into force (i.e. before 12 May 2009) is formed 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.

70. The tuition fee determined by the Council shall be paid:

70.1. 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;

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

70.3. in other cases determined in the legal acts.

71. The admission of the persons, who acquired education in foreign institutions and try to enter the Lithuanian higher education institutions and want their tuition fee to be paid from the State budget of the Republic of Lithuania, is determined in the procedure of competition of persons, who acquired education in foreign institutions, for admission to the places funded by the State approved by the legal acts of the Republic of Lithuania.

72. The foreign citizens and the persons without citizenship, who enter the places not funded by the State, shall pay the tuition fee in the amount determined by the Council. This fee cannot be smaller than the fee determined by the Government of the Republic of Lithuania for the studies in the Lithuanian public higher education institutions of certain field.

73. The procedure of payment for studies by the foreigners, who come according to the international treaties and agreements coordinated by the Ministry of Education and Science shall be determined by the contracts, agreements and legal acts of the Republic of Lithuania.

74. 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), 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 in the chapter VI of the Regulation (except for the persons indicated in the clause 75 herein).

75. The persons admitted to the places not funded by the State of the studies of the first and the second cycles and the integrated studies do not have any right to the place funded by the State or compensation of the tuition fee if they are:

75.1. 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 in the legal acts;

75.2. the persons, who study according to two or more degree-awarding study programs of the same cycle, 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).

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

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

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

76.3. 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;

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

77. The students, who pay full tuition fee and go for temporary studies or practice, according to the official exchange programs carried out at the University, are not exempted from the tuition fee.

78. The State-funded students are entitled to change the study program in the same study field following the procedure specified in the legal acts of the Republic of Lithuania 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.

79. The persons, whose studies are not funded by the State, may change the study program following the procedure described in the chapter VIII herein. If the price of the desired study program is higher than the price of changed study program, the student changing the programs shall pay the difference from the beginning of the semester, to which the student is accepted.

80. The procedure of determination and comparison of the means of the students' studying results defined in the chapter X herein applicable for the students admitted after the Law of Science and Studies had entered into force (i.e. after 12 May 2009).

81. 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 admitted to the places not funded by the State of the study programs of the first cycle and the integrated 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 in the legal acts.

82. The sponsorship of the students is defined by the regulations of sponsorship of the students of the first and second cycle and integrated studies approved by the Council.

SECOND SECTION

PROCEDURE OF THE STUDENT'S TRANSFER TO FREE PLACE FUNDED BY THE STATE AND FREE PLACE NOT FUNDED BY THE STATE

83. The students studying in the place not funded by the State may pretend to the place fully funded by the State, which emerges when the State-funded person cancels the studies or is expelled from the University following this Regulation.

84. If the free place(s) funded by the State emerge(s), in the course of the semester the Center of Studies shall publish the competition to take it(them) following the recommendation of the Faculty's dean.

85. The Faculty's dean or the person authorized by him/her shall do the following in 5 work days after the announcement of the competition for free places funded by the State indicated in the clause 84 herein:

85.1. following the criteria specified in the clause 86 herein, s/he shall form the competitive order of the students not funded by the State, who could pretend to take the free place(s) funded by the State;

85.2. invite the claimants to occupy the free place(s) funded by the State by registered mail using the address given in the student's personal file or by the e-mail granted to the student in 5 work days after the notification to submit applications to free place(s) funded by the State (since the receipt of registered mail or e-mail accordingly).

86. The priority criteria of the competitive order are the following:

86.1. arithmetical mean of all the previous semesters (in the first semester of the studies – entrance competitive grade);

86.2. arithmetical mean of the last semester (in the first semester of the studies – entrance competitive grade);

86.3. entrance competitive grade (with regard to students of higher semester than the first);

86.4. social and other criteria.

87. Other students not funded by the State of the same course and program may also submit applications for the places funded by the State.

88. The applications have to be submitted in written to the dean of certain Faculty. The applications submitted to the dean after the deadline shall not be considered.

89. The Faculty's dean shall submit the reasoned suggestion to the meeting of the rector's office regarding the student's transfer to the place completely funded by the State. The decision shall be executed by the Rector's order. The student shall be notified about the decision to transfer him/her to the place completely funded by the State electronically not later than in 2 work days after the decision-making.

90. If the person, who had studied in the place not funded by the State was transferred to the place funded by the State, the tuition fee paid for the current semester shall be refunded following the clauses 76.3 - 76.4 of this Regulation.

CHAPTER VII PROCESS OF THE STUDIES

FIRST SECTION GENERAL PROVISIONS OF THE PROCESS OF THE STUDIES

91. One of the main features of the University is openness to everyone regardless of the attitudes (including the religion), nationality, gender or social position.

92. The organization of studies at the University shall be supervised by the vice rector for studies, coordinated by the Center of Studies, organized by the faculties, and implemented by the units conducting the studies.

93. The teaching language of the studies is Lithuanian. The other languages may be used to teach only in the cases when:

93.1. the content of the study program is related to another language;

93.2. the foreign lecturers read the lectures or conduct other academic sessions;

93.3. the studies are carried out according to the joint study programs or study programs, which completion results in double qualification degree, and the part of these

programs is carried out in other countries or higher education institutions, where the teaching language is not Lithuanian;

93.4. the studies are conducted according to the study programs meant for the studies in the foreign language or in case of academic exchange.

94. The students study in the groups and flows according to the timetable of studies. The groups are formed and their number is determined by the Faculty's dean according to the planned number of the students, following the legal acts and taking into account the foreign language of the student and level of that language skills.

95. The group of students is represented by the elder elected by that group, and the course is represented by the elder elected by the groups' elders. The election procedure of these elders is determined by the Student Representative Office.

SECOND SECTION CALENDAR OF THE STUDIES

96. The school year at the University starts on September 01 and finishes on August 31.

97. The academic 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.

98. 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. In summer the students are granted the continuous holidays of at least one month.

99. The syllabuses and timetable of the studies regulate the procedure of studies.

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

101. When the syllabuses are approved in the Senate, the calendar of studies for the next academic year is planned (beginning and end of the academic year, final exam of the program, etc.) and published on the University's website.

THIRD SECTION TIMETABLES OF THE STUDIES

102. The studies are organized according to the timetables of the studies, which are made for the semesters of the studies, according to the study programs.

103. The timetable of the studies consists of two parts:

103.1. calendar timetable of studies;

103.2. detailed timetable of the subject/module.

104. the calendar timetables 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 unit conducting the studies and-or module and dean of the faculty, where the study program is conducted. They are approved by the manager of the Center of Studies and published on the University's website, in the column of academic information in the Lithuanian and English languages, or in any other additional language, if necessary.

105. The dates of the completion of academic failures of the semesters and the whole academic year have to be indicated in the calendar timetable. The re-examination timetable of the academic failures are made in the dean's offices of the faculty, transferred to the Center of Studies and published online at least 2 months before the end of the semester. The re-examination timetable of the academic failures of the year is made and announced together with the re-examination timetable of the academic failures of the spring semester.

106. When the calendar timetable is made, it is necessary to follow the arrangement consistency of the subjects/modules taking into account the logics of the study program and interrelations between the subjects.

107. The calendar timetables may be changed only if the Senate changes the syllabus of certain study program.

108. The detailed timetables of the subjects/modules are formed for the academic year on the basis of the semesters. The form, time, duration and place of the contact work shall be indicated in the detailed timetables.

109. The detailed timetable of the subject/module is formed in the Center of Studies (having it discussed with the deans) and approved by its manager. The detailed timetables are prepared together with the units conducting studies. The detailed timetable of each year is announced on the University's website until July 01 in Lithuanian and English, and in any other language, if necessary.

110. The observation of the detailed timetable is mandatory for all the units conducting the studies and students

111. The student has to go to the sessions of contact work hours. If the student misses more than 20 percent of the contact work hours of certain subject/module without any justifiable reason (if this makes at least 30 contact work hours), s/he has to repeat the subject/module.

112. The student has to participate in the evaluation of the achievements according to the section IV of the chapter IX of this Regulation.

113. The unit responsible for the subject shall determine how the student should work off the sessions missed due to justifiable circumstances. The working-off procedure of the missed sessions approved by the unit's manager shall be published on the University's intranet.

114. If the session is not carried out on the time set in the timetable due to the lecturer's fault, the student is entitled to address the manager of the unit, where s/he studies, and the manager of the Center of Studies for setting the new time of the session, following the clause 115 herein.

115. The detailed timetable 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:

115.1. the minor changes of the sessions of one unit in the detailed timetable of the problem-based 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;

115.2. during the problem-based studies, when it is an objective necessity to change the session's time, the unit'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;

115.3. in case it is necessary to change the detailed timetable of the subject/module not of the problem-based studies during the academic 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;

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

115.5. the changes of the detailed timetable are published on the University's website, and the information about changes is sent to the students of certain groups by Intranet's e-mail without delay.

115.6. The date and time of the evaluation of the student's achievements are indicated in the detailed timetable of the subject/module. The timetable of the exams taken in sessions is made in the Center of Studies after having been coordinated with the units conducting studies and elders of the courses, and it is announced online not later than 2 months before the beginning of the session.

116. The permit to the student to study according to the individual timetable can be given by the Faculty's dean, who receives the reasoned application of the student. The permit to study according to the individual timetable shall be granted or refused in 5 work days after submission of certain application.

117. If the Faculty's dean permits the student to study according to the individual timetable, the student shall coordinate the individual timetables of studies and evaluation of the subject with the unit conducting the studies immediately and not later than in 2 weeks after having received the permit of the Faculty's dean.

118. The student shall submit the timetables coordinated according to the clause 115 herein for the approval of the Faculty's dean not later than in 5 work days after their coordination with the unit conducting the studies.

119. The Faculty's dean shall make the decision regarding approval of the individual timetable coordinated with the unit conducting the studies in 5 work days after submission of the coordinated timetable and shall inform the student not later than in 2 work days.

FOURTH SECTION REGISTRATION TO STUDIES

120. The Admission commission registers the students to the first course.

121. When the semester is over, the faculty's dean registers the successful students for the studies of the next semester; the registration is formalized by the dean's decree.

122. The decree of the Faculty's dean shall be issued in 5 work days after the deadlines specified in the clauses 303.3 and 303.6.

123. By the decree of the Faculty's dean:

123.1. it is confirmed that the student is transferred to higher semester, or

123.2. the student is obliged to submit the application for completion of academic failures and the student is registered temporary until the Rector makes a decision to allow the student to complete the academic failures, or

123.3. the student, who has applied for completion of academic failures, is registered temporary until the rector makes a decision to allow the student to complete the academic failures, or

123.4. the student is not registered and the suggestion is made to the Rector to expel the student.

124. The Faculty's dean shall submit the decree to the Center of Studies and person responsible for the register of students not later than until February 20 (for the fall semester) or until September 20 (for the spring semester).

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

126. If the student is not registered for the studies following the procedure defined in the clause 123 herein without any justifiable reason, the warning shall be sent by registered mail stating that if the student does not register for the studies following the procedure defined in the clause 123 herein in 10 work days, s/he shall not be allowed to continue the studies and s/he will be expelled. If the student does not register for studies within the additional term, the student is not allowed to continue the studies and is expelled from the University. In such a case the Rector shall make the decision following the recommendation of the Faculty's dean not later than in 2 work days after the closest meeting of the rector's office.

127. The student shall submit to the Faculty's dean the document confirming the justifiable circumstances regarding the missed deadline indicated in the clause 125 herein as soon as possible, but not later than the Rector passes the order to expel the student. If the Faculty's dean decides that there was justifiable circumstance regarding the missed registration deadline indicated in the clause 125 herein, the student shall deliver the filled-in student's credit book, where the dean's decree regarding the student's transfer to higher semester is recorded, to the dean's office within 5 work days after approval of the justifiable circumstance.

FIFTH SECTION REGISTRATION TO THE ELECTIVE SUBJECTS

128. The manager of the unit conducting studies registers the study program of elective subjects prepared by the unit conducting studies and approved by the Faculty's Council in the University's database of the information system of elective subjects (hereinafter database of elective subjects) until each April 10. When the elective subject is registered in the database of elective subjects, there should be indicated the number of groups, maximal and minimal number of students in the group determined with regard to real possibilities of the University's unit conducting the studies.

129. The dean of certain Faculty approves the list of elective subjects presented for the students for the next academic year and made according to the data of the database of elective subjects, containing the information on the volume of elective subjects offered for each semester in credits, until April 15 of the current year. The elective subjects in this list have to be grouped according to the semesters, when the subject is to be studied. If necessary, the elective subjects may be grouped in the list additionally to other criteria. The studies of the elective subjects not approved by the Faculty's dean are not conducted.

130. The students shall select and register for the studies of elective subjects in the database of elective subjects, by marking the desired elective subjects.

131. The competitive queues of the students are not formed for selection and registration. The students are registered for the studies of elective subjects on the ground of the first-call until the maximal possible number of students is collected in the study program of certain elective subject. When the maximal possible number of students is reached, the registration to the study program, of that elective subject is stopped. In absence of free places in the desired study program, the student has to register for another elective subject.

132. If the minimal number of students indicated in the study program of the elective subject is not reached, the studies of the elective subject are not conducted during that period. The students, who have chosen the elective subject, which studies will not be conducted during certain period, shall be informed hereof not later than in 5 work days after closure of the database of elective subjects by e-mail. In such a case the Faculty's dean shall coordinate the selection with the student and register the student for some other elective subject following the clause 141 herein.

133. The students have to select and register for the elective subject provided in the study program with regard to the number of credits granted for them. It is not allowed to register for the elective subjects in the database of elective subjects by exceeding the number of credits planned for some particular study program.

134. The students are entitled to study individual subjects or modules taught at the University as additional elective subjects, which exceed the volume of the study program. Such studies cannot obstruct the carrying out of the study program studied by the student. The fee in the amount determined by the Council is collected for the elective subjects specified in this clause. This fee is proportional to the price of the number of credits of the subject or module selected by the student. The separate contract has to be signed between the student and the University regarding these elective subjects.

135. The list of elective subjects for the first-year students is available in the database of elective subjects from the beginning of the academic year until September 15 of the current year. The list of elective subjects for the next academic year (higher course of studies) is available in the database of elective subjects from April 16 until May 10 of the current year.

136. The first-year students must get familiar with the descriptions of the elective subjects of the first course's program, select the number of elective subjects and credits provided in the study program and register for them until September 15 of the current year.

137. The students must get familiar with the descriptions of the elective subjects of next academic year (higher course of studies), select the number of elective subjects and credits provided in the study program and register for them until May 10 of the current year.

138. After the deadlines specified in the clauses 136 and 137 herein, the students' registration for the studies of elective subjects in the database of elective subjects is stopped and the database is closed without allowing making any changes.

139. The students, who return after the academic leave, suspension of studies, academic exchange programs or who could not select and register for the elective subjects on time due to any other justifiable circumstances, shall submit a reasoned written application to the dean of the faculty, where they study, asking to register them for the selected selective subject. The Faculty's dean shall examine the application not later than in 5 days after its receipt and shall allow or not allow to register the student for the elective subject taking into account the possibilities of the study program of that subject. If there are no possibilities to register the student for the selected elective subject, the Faculty's dean shall coordinate the choice with the student and register the student for some other elective subject following the procedure described in the clause 141 herein. The decision of the Faculty's dean shall be formalized by decree. The student shall be notified hereof immediately by electronic means.

140. If the students do not choose and register for the studies of elective subjects on time without any justifiable reason, the elective subjects shall be chosen and registered in the database of elective subjects at the discretion of the dean of the Faculty, where the student studies, before the deadlines for submission of the students' lists to the Center of Studies and units conducting the studies.

141. The Faculty's dean is entitled (provided it is coordinated with the student) to correct the student's choice during the period from May 10 until May 15, and in the first school year from September 15 until September 20 in the cases when it is necessary for smooth organization of the study process (when the student selects too many credits/subjects, when there is no possibility to teach certain elective subject, etc.).

142. The list of the first-year students, who have selected and registered for the elective subjects of the first course's program, formed according to the data of the database of elective subjects and approved by appropriate Faculty's dean shall be submitted to the Center of Studies and the units conducting the studies until September 20 of the current year.

143. The list of the students, who have selected and registered for the elective subjects of the next academic year (higher course of studies), formed according to the data of the database of elective subjects and approved by appropriate Faculty's dean shall be submitted to the Center of Studies and the departments/clinics/institutes until May 15 of the particular year.

144. In the case defined in the clause 139 herein, the Faculty's dean, who has made decision to register the student for the elective subject of his/her choice, shall pass this information immediately to the Center of Studies and the units conducting the studies. The employee assigned by the Faculty's dean shall make certain changes in the database of elective subjects following the dean's instruction.

145. After the deadlines specified in the clauses 142 and 143 herein the choice of elective subjects may be changed only because of important reasons having the permit of the Faculty's dean; the changes have to be coordinated beforehand with the University's units teaching the subjects. The maximal number of students in the study programs of elective subjects

cannot be exceeded. It is not allowed to change the elective subject after its studies have started. The employee assigned by the Faculty's dean shall make certain changes in the database of elective subjects following the dean's instruction. The approved payment fund of the unit conducting the studies is not changed in this case.

146. Following the clause 345 herein, the student is entitled to study the elective subject in another recognized higher education institution. In such a case the student shall submit the following to the Faculty's dean not later than 10 work days before the registration deadlines specified herein:

146.1. application to allow studying the elective subject in another higher education institution;

146.2. program of the planned elective subject;

146.3. consent of the other recognized higher education institution to accept the student for elective subject.

147. The permit of the Faculty's dean is granted taking into account the compliance of the elective subject with the study program, studying conditions, time and other factors. The subject's studies in another higher education institution cannot obstruct the studies at the University. The Faculty's dean shall decide whether to allow the student to study the elective subject in another higher education institution not later than in 3 days after receipt of the student's application. The decision of the Faculty's dean shall be formalized by the decree. The student shall be notified about the issued decree by registered mail and electronically without delay. The student, who was not allow to study the elective subject in another higher education institution, has to choose among the elective subjects offered at University, following the terms and conditions stipulated herein.

148. The inclusion procedure of the elective subjects into the study program is described in the regulation of quality assurance of the University's activity.

SIXTH SECTION RECORDING OF STUDY RESULTS AND DOCUMENTS

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

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

151. Preparation, filling, printing and storage of the electronic register:

151.1. the Faculty's dean prepares new syllabuses approved by the Senate for the next academic year in the LSMUSIS database of the registers until April 01;

151.2. the electronic register is formed on the basis of the LSMUSIS database of the subject descriptions;

151.3. the unit conducting the studies indicates the lecturer(s) of the unit conducting the studies responsible for the record of the exam/ independent work(project) of the student and credit test in the description of the module/subject into the electronic register;

151.4. the units conducting the studies have to record the planned evaluation 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 5 work days;

151.5. the units conducting the studies 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 gives a written permit; afterwards the electronic register is filled by the dean;

151.6. if the Rector passes the order for completion of the academic failures following the procedure described in the clauses 303.7 - 303.8 herein, the manager of the Center of Studies issues the permit to the student to take exam of the subject/module; the unit conducting the studies 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 Faculty's dean fills the electronic register;

151.7. if the student took the exam/ independent work(project) of the student according to the timetable and did not pass it, the units conducting the studies have to fill the column of the first exam and enter the negative evaluation in the electronic register;

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

151.9. 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 University's 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 makes the decision about the false information presented by the responsible persons following the dean's presentation;

151.10. the student has a right to observe and check continuously the data of his/her progress and has to confirm his/her evaluation in the registers' database until the end of the semester (until January 31 in the fall semester and until June 30 in the spring semester); if the student does not agree with the evaluation entered into the database, s/he has to follow the clause 267 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;

151.11. the units conducting the studies 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 after the semester's end; the second copy has to be stored in the unit conducting the studies for five years or until the studies in certain field end.

152. 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.

SEVENTH SECTION PREPARATION OF THE SUBJECT'S DESCRIPTION

153. The filling of the subject's description is controlled by the Center of Studies and coordinated by the committee of certain study program and the Faculty's Council.

154. 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 of the current year. The descriptions of the study programs and subjects have to be published on the University's website.

155. The unit teaching certain subject/module prepares the subject's description in the LSMUSIS database of the subject descriptions, following the planned results of the study program and approved syllabus. If the subject/module is taught by several units, the responsible unit enters the subject's description into the database after having coordinated it with all other

units; the units participating in the implementation of the studies of the subject/module must present all the necessary information to the responsible unit.

156. The unit conducting the studies prepares the subject descriptions of the next school year and registers them in the LSMUSIS database of the subject descriptions after having approved them in the faculty's council until January 01 of the current year.

157. The subject's description has to contain the following data:

157.1. subject's evaluation strategy – it is announced publicly in the description of the subject/module before starting the studies of certain subject/module;

157.2. subject's evaluation methods;

157.3. subject's evaluation content;

157.4. subject's evaluation form;

157.5. other information about the subject that has to be included into the subject's description following this Regulation and other internal legal acts of the University.

158. The subject's description in the Lithuanian and English languages has to be fully completed in all the cases. If necessary, the subject's description may be completed additionally in another language of teaching.

EIGHTH SECTION ORGANIZATION OF PRACTICE OF PROFESSIONAL ACTIVITY

159. The volume of the practice of professional activity in the program of integrated studies cannot be smaller than 18 credits, while the undergraduate studies cannot be smaller than 15 credits.

160. 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.

161. The University suggests to the students the list of possible practice bases made according to the contracts with certain institutions. The publication procedure and terms of the practice bases, application of the students regarding the selected practice bases and procedure of the students' selection to the elected practice bases are determined in the organization procedure of the practice of professional activity approved by the faculty's council.

162. In the cases indicated in the study program the practice may be organized not during the semester, following the procedure determined by the Faculty's Council.

163. If the student has done more practices than provided in the study program, they are recorded according to the procedure defined in the chapter XII herein and entered into the supplement to the diploma.

164. The additional practice may be carried out at the University following the procedure approved by the Rector.

CHAPTER VIII ACADEMIC MOBILITY

165. The academic mobility covers:

165.1. change of the student's study program;

165.2. change of the study form and mode;

165.3. change of the studies' funding;

165.4. interruption and renewal of studies;

165.5. partial studies.

166. If the student wants to become a listener, s/he shall submit an application to the Rector and make certain contract of studies. The listener, who wants to become a student, may become one only by means of competition.

FIRST SECTION CHANGE OF THE STUDY PROGRAM

167. The persons, who are studying in the place funded by the State at the University or some other Lithuanian higher education institution, may change the study program following the decree No. 1266 of the Government of the Republic of Lithuania of 07 October 2009 “Regarding the approval of description of changing procedure of the study program of the State-funded student”. It is possible to change the study program in the same study field (branch) in the same or other higher education institution without changing the type of study program only after the first semester of the first year of studies.

168. The person, who wants to change a study program, may do this after each semester; however the semester must be finished without any academic failures.

169. The person, who wants to change a 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 completed in one calendar year. These differences are not considered to be the academic failures.

170. The subjects/modules of the State-funded student, who changes the program, are included when it is assessed, how much they satisfy the formal and objective requirements of the desired study program. The studies of the study programs of other higher education institutions are recorded following the procedure described in the Chapter XII herein.

171. The University may admit the State-funded student, who wants to change the study program, if there is a free place in the desired study program, without exceeding the enrollment plan to the State-funded places determined in the legal acts of the Republic of Lithuania.

172. The person, who wants to change a study program, has to address the Faculty’s dean not later than 10 days before the beginning of the new semester. The application to change the study program has to indicate the desired and studied study program. Besides, the student has to submit the documents necessary to record the studying results together with the application.

173. When the Faculty’s dean receives the applications of the State-funded students, who want to change the study program, s/he shall form the competitive queue according to the following criteria:

173.1. studying results;

173.2. priority granted at the time of entrance to the study program, into which the student wants to get;

173.3. competition’s score, calculated according to the subjects of competition’s score of the group of the study fields of the desired study program.

174. The Faculty’s dean shall submit the recommendation to the Rector regarding the transfer of the student to the desired study program. The decision about the student’s transfer shall be formalized by the Rector’s order. The Faculty’s dean or his/her authorized person shall notify the student, who wants to change the study program, by registered mail and/or electronically about agreement or disagreement to allow changing the study program not later than in 5 work days after the decision has been made.

175. When the person, whose studies are funded by the State and who wants to change a study program, receives the consent to study according to another study program in the same or other higher education institution, s/he shall inform hereof the unit administering the studies of the changed higher education institution in 3 days. The persons, who are studying in the place

not funded by the State at the University or some other Lithuanian higher education institution, may change the study program when:

175.1. if there is a free place in the desired study program, without exceeding the enrollment plan determined by the University;

175.2. if the student does not have academic failures;

175.3. if the student completed the studies of at least one semester;

175.4. their competition's score, calculated according to the subjects of competition's score of the group of the study fields of the desired study program is not smaller than the score of the last person admitted to the course of that study program.

176. The person, who wants to change a study program and whose studies are not funded by the State, has to address the Faculty's dean not later than 10 days before the beginning of the new semester.

177. When the Faculty's dean receives the applications of the students not funded by the State, who want to change the study program, s/he shall form the competitive queue according to the following criteria:

177.1. studying results;

177.2. competition's score, calculated according to the subjects of competition's score of the group of the study fields of the desired study program.

178. The Faculty's dean shall submit the recommendation regarding the transfer of the student to another study program in the meeting of the Rector's office. The decision shall be formalized by the Rector's order. The person, who wanted to change the study program, shall be notified by registered mail and/or electronically about the decision regarding the transfer not later than in 5 work days after the decision has been made.

179. The change of the study program is formalized by canceling the present contract of studies and signing the new one.

SECOND SECTION CHANGE OF THE STUDY FORM AND MODE

180. The student may change the form of his/her studies (from regular to extended and vice versa) if the University conducts the study programs of desired form and mode.

181. The student may change the form and mode of the studied program only after having received the Rector's permit following the recommendation of the Faculty's dean.

182. The student, who wants to change the study form and mode of the study program, has to submit a written application to the Faculty's dean. The student's application shall be considered in the Rector's office and the Rector's decision shall be formalized by the order. The Rector has to pass the order not later than in 3 work days after the meeting of the Rector's office.

183. It is possible to apply for changes in the study form not later than 10 work days before the beginning of the semester.

184. The change in study form and mode shall be formalized by changing the conditions of the present contract of studies.

THIRD SECTION INTERRUPTION AND RENEWAL OF STUDIES

185. The studies are cancelled and the student is expelled in the following cases:

185.1. when the contract of studies expires;

185.2. following the student's application;

185.3. if the student does not return from the academic leave on the set time;

185.4. when the student changes study program;

185.5. when the studies become impossible due to other objective reasons;

- 185.6. when the student is expelled from University;
- 185.7. in other cases specified in the legal acts.
186. The contract with the listener is cancelled in the cases specified in the clauses 185.1, 185.2, 185.5, 185.5 of this Regulation accordingly.
187. The student is expelled from the University in the following cases:
- 187.1. because of under-achievement (if the final exams are not passed or taken without any justifiable reason, if the graduation work is not defended or attempted to be defended without any justifiable reason, or if the syllabus is not implemented);
- 187.2. the punishment indicated in the clause 390.4 herein is imposed.
188. The contract with the listener is cancelled in the cases specified in the clauses 187.1 and 187.2 herein.
189. The student may cancel the studies at his/her own initiative at any time.
190. The student, who wants to replace one study program by another, has to inform about the cancelled studies the Faculty's dean not later than 5 work days before the beginning of the new semester.
191. If the circumstance indicated in the clauses 185 and 187 herein is learnt, the Rector (following the recommendation of the Faculty's dean and having the approval of the Rector's office) shall make a decision to expel the student or listener from the University. Such a decision is formalized by the Rector's order. The reason, why the student is expelled, has to be indicated in the Rector's order. The Rector has to make a decision not later than in 3 work days from the closest day of the meeting of the Rector's office. The Faculty's dean shall notify the student or the listener about the made decision not later than in 2 work days after it has been made. The Rector's decision to expel a student or a listener is final and cannot be appealed to the Commission solving the disputes between the University's students and the administration or other employees (hereinafter Commission of dispute settlement).
192. The decision to expel the student or listener may be made at any time during the academic year.
193. The persons, who are expelled from the lists of students or listeners, have to account with the University completely, according to the procedure defined in the chapter XVI herein and in the contract of studies.
194. Following the request of the students or listeners, who have been expelled from the lists of students or listeners, the academic certificate may be issued, where the studied subjects, their volumes and evaluations would be indicated. Such a certificate has to be issued by the Faculty's dean not later than in 2 work days after the student or the listener has applied.
195. The student, who has been expelled, may apply to the Rector for renewal of studies in the place not funded by the State not earlier than one year after expel from the list of students (except for the cases specified in the clause 201 herein).
196. The Rector (following the student's application, recommendation of the Faculty's dean and having the approval of the Rector's office) shall issue an order to renew the studies, where the beginning of the studies and the list of the subjects (modules) to be studied should be indicated.
197. The studies may be renewed only from the beginning of the semester, but not earlier than after one year (after expel from the list of students (except for the cases specified in the clause 201 herein)).
198. If the changes in the study program after interruption of the studies make not more than 20 percent, the person may be admitted to higher course (semester) and granted the period of one year to liquidate all the possible differences in the program. These differences are not considered to be academic failures.
199. If the changes in the study program after interruption of the studies make more than 20 percent, the Rector shall decide, in which course (semester) the student will be studying, following recommendation of the Faculty's dean and having the approval of the Rector's office.

200. The Faculty's dean may determine the subjects (modules) of the changed study program, which exams (credit tests) the student or the listener has to pass after the renewal of studies.

201. The student, who has not passed or taken final exam or defended the graduation work, has to renew the studies following the clauses 195-197, and only then s/he is allowed to defend the graduation work or pass the final exam for certain fee. In presence of justifiable circumstances the student may be exempted from the fee.

202. The decision to allow renewing the studies in the case specified in the clause 201 herein can be made following recommendation of the Faculty's dean and having the approval of the Rector's office not earlier than three months after the student's expel, except when the student was expelled because of academic cheating; in this case the application to renew the studies may be submitted not earlier than after one year.

203. The Rector (following the recommendation of the Faculty's dean and having the approval of the Rector's office) may allow the student, who cannot continue studies because of important reasons temporary, to suspend the studies for the period not exceeding one year and not more than three times during the entire period of studies. In such a case the student does not lose the student's status, but the process of studies is not conducted and it is not allowed to complete the academic failures during the suspension period. The Rector's decision regarding the suspension of studies is formalized by the order.

204. The student is entitled to return to the place of the same funding after suspension or interruption of the studies.

FOURTH SECTION ACADEMIC LEAVE

205. The student, who cannot continue studies because of disease, pregnancy or taking care about the baby, and who presents the supporting documents, is granted academic leave.

206. The academic leave may be granted to the person at any time of the academic year, but not more than three times during the period of studies.

207. The student has to submit the application for academic leave to the Faculty's dean. The Rector makes a decision regarding academic leave following the recommendation of the Faculty's dean. The Rector's decision is formalized by the Rector's order.

208. The academic leave is granted for the following period:

208.1. due to disease – for one year with the possibility to extend this period, but not for more than 3 years in succession;

208.2. due to pregnancy, care of child or paternity leave – for the period specified in the laws of the Republic of Lithuania, but it cannot exceed the period of three years.

209. The duration of academic leave is calculated from the day of the beginning of academic leave indicated in the application.

210. The academic leave may be extended. The student may ask the Faculty's dean to extend the academic leave. The Rector (following the recommendation of the Faculty's dean and having the approval of the Rector's office) decides whether to extend the academic leave. The decision regarding academic leave is formalized by the Rector's order.

211. The academic leave may be cancelled. The student may ask the Faculty's dean to cancel the academic leave. The Rector (following the recommendation of the Faculty's dean and having the approval of the Rector's office) decides whether to cancel the academic leave. The decision regarding cancellation of the academic leave is formalized by the Rector's order.

212. The student has to submit the application to the Faculty's dean to renew the studies not later than 10 work days before the deadline of the granted academic leave. The

Faculty's dean shall make a decision regarding renewal of studies not later than in 5 work days after the application's receipt. It has to be indicated in the decision, since when the student renews the studies. The decision is formalized by the decree of the Faculty's dean. The student, regarding whose studies the decision of renewal has been made, shall be notified hereof not later than in 2 work days. The Faculty's dean shall submit the decree regarding renewal of studies to the Center of Studies and the person responsible for the register of students.

213. If the student, to whom the academic leave was granted, does not apply for renewal of studies within the term specified in the clause 212 herein, after that term the registered letter shall be sent to the student warning him/her that if the student does not apply for renewal of studies in 30 days after dispatch of the warning, s/he shall be expelled from the list of students. The Faculty's dean shall pass the decree to extend the period of academic leave temporary for the period from the warning's dispatch until the submission of the student's application or the Rector's order to expel the student. If the student does not submit an application within the additionally set period, s/he shall be expelled following the Rector's order.

214. The student is entitled to repeat the subjects, where s/he had academic failures, and to complete them during the academic leave. The fee for the repeated studies is stipulated in the tenth section of the chapter IX of this Regulation.

CHAPTER IX EVALUATION OF ACHIEVEMENTS OF STUDENTS AND LISTENERS

215. The evaluation procedure of students and listeners is applied for the study programs of all the cycles and forms at the University as far as it does not contradict to the provisions of the University's Regulation of Residency Studies and Regulation of Doctoral Studies.

216. When the evaluation of the students and listeners is planned, organized and carried out, the following principles shall be followed:

216.1. validity (the evaluation is linked to the planned studying results of the study program (subject, module or cycle));

216.2. reliability (the information received during evaluation and the evaluation results have to be objective and independent from evaluator);

216.3. clarity (the evaluation system has to be informative, comprehensive for evaluators and evaluatees);

216.4. usefulness (the carried out evaluation has to help the evaluatees to endeavor at the program's goals and planned study results);

216.5. impartiality (the used evaluation methods must be equally suitable for all the evaluatees);

216.6. publicity (the evaluation is based on public criteria, while the results of particular evaluation and explanation are available to the evaluatees).

217. The procedures of graduation works and/or final exams of individual study programs may be determined by separate documents prepared by the faculty responsible for the study program or the committee of the study program. In such a case the procedures cannot contradict to the legal acts of the Republic of Lithuania, and the provisions of this Regulation shall be applied as much as they are not replaced by the provisions of the aforementioned procedures.

FIRST SECTION EVALUATION TYPES AND METHODS OF ACHIEVEMENTS OF STUDENTS AND LISTENERS

218. The diagnostic, forming and summarizing evaluation of students and listeners are applied at University.

219. The diagnostic evaluation is applied in order:

219.1. to check the minimal necessary preparation of the students or listeners for the classes; if positive results of such testing serve as a precondition for the participation of the student or listener in the class, the students or listeners have to be introduced to the testing procedure together with other study procedures of the subject/module/residency cycle in the beginning of the subject/module/residency cycle;

219.2. to determine the initial level of knowledge and/or skills of the students or listeners for the purpose of further evaluation of the study process;

219.3. to help the lecturers to select study methods and/or to adjust the content of studies by creating the conditions for the students and listeners to achieve the planned study results of the subject/module/residency cycle more effectively.

220. The forming evaluation is applied during the studies of the subject/module/residency cycle in order to assess critically and to correct the learning of the students or listeners. In order to assess general competences in the part of the study program (or in the study programs), where the practical and social skills are important (solving of problems in the studies of problem-based learning, practices, residency programs, etc.), the forming evaluation is carried out by the feedback method of majority of sources (evaluation of the lecturer-group-person, evaluation by 360 degrees, and other methods);

221. The summarizing evaluation is used to assess the achievements of the student or listener in the studies of subject/module/residency cycle. The cumulative grade is a part of the summarizing evaluation.

222. The lecturers teaching the subject/module/residency cycle plan the evaluation methods of the students and listeners, the prepared evaluation strategy of the subject/module/residency cycle is approved by the committee of the study program. The evaluation strategy presented in the description of the subject/module/residency cycle has to contain the forms, terms, criteria and percentage of each evaluation in general evaluation (if applicable).

223. The evaluation methods of the achievements of the students and listeners have to correspond to the planned studying results defined in the program of the subject/module/residency cycle and be in harmony with the content and methods of the subject/module/residency cycle.

224. When the lecturers are selecting evaluation methods, the educational competence center of the University's lecturers may provide methodical assistance.

225. The system of cumulative evaluation is applied for the study programs of the first and second cycles and the integrated studies, except for the study programs, where the problem-based method is applied.

226. When the cumulative evaluation is applied, its components are used to evaluate certain studying results provided in the program of the subject/module. Different studying results have to be evaluated by different components of the cumulative evaluation.

227. The cumulative evaluation is applied following these principles:

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

227.2. 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;

227.3. if a student or a listener, without any justifiable reason, has not participated in any evaluation making up a component of a cumulative share, s/he shall not be given the right to take it repeatedly. In case of availability of justifiable reasons, conditions shall be provided to receive

an evaluation making up a component of a cumulative share. In absence of the justifiable reason, the component of a cumulative share shall not be included into the cumulative grade.

227.4. a cumulative share of an examination is completed by calculating the evaluation of a cumulative share under the requirements set by a unit conducting the studies; the entry “completed” is recorded in the student’s credit book and LSMUSIS electronic register.

228. The unit teaching the subject/module/residency cycle has to prepare, publish and introduce the students or listeners to the evaluation criteria, program of the cumulative and final evaluation or examination of the subject/module, its requirements and composition of the exam’s grade before the studies of the subject/module/residency cycle. The program cannot be changed during the entire period of studies of the subject/module/residency cycle.

SECOND SECTION

EVALUATION FORMS OF ACHIEVEMENTS OF STUDENTS AND LISTENERS

229. In the course of studies of subject/module/residency cycle, 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.

230. Upon completion of studies of subject/module/residency cycle, 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 unit that prepares the study program of the subject/module/residency cycle and conducts the studies.

231. The unit conducting the studies shall determine the evaluation form, terms and criteria of the subject/module/residency cycle and introduce the students and listeners to them in the beginning of the subject/module/residency cycle.

THIRD SECTION

EVALUATION CONTENT OF ACHIEVEMENTS OF STUDENTS AND LISTENERS

232. The evaluation content of the subject/module/residency cycle is provided by the unit that prepares the study program of the subject/module/residency cycle and conducts the studies. If the subject/module/residency cycle is implemented by more than one unit conducting the studies, each of them shall prepare the evaluation content of appropriate part of the subject/module/residency cycle and the unit in charge of conducting the studies of the subject/module/residency cycle shall make general evaluation content of the subject/module/residency cycle.

233. The evaluation content has to correspond to the planned studying results of the subject/module/residency cycle and the content of studies of the subject/module/residency cycle.

234. The evaluation content of the subject/module/residency cycle shall be approved by the unit in charge by changing the description of the subject/module following the procedure defined in the quality assurance regulation of the University’s activity.

235. The changes in the evaluation content are not allowed when the students or listeners of certain year start the studies of the subject/module/residency cycle. If the changes of evaluation content are made during the academic year, these changes shall be approved and come into effect with regard to the next academic year.

236. The lecturers teaching the subject shall select the particular evaluation tasks corresponding to the evaluation content following the procedure determined by the University’s unit responsible for the studies of the subject/module/residency cycle.

237. The evaluatees cannot be familiar with the evaluation tasks before the evaluation of achievements of students and listeners. The lecturers, who prepare the evaluation tasks and carry out the evaluation, shall be responsible for the confidentiality of evaluation tasks.

238. In order to introduce the students and listeners to the evaluation procedure and to create the conditions for self-checking before the evaluation, similar tasks may be presented for them, provided these tasks are not included into evaluation.

FOURTH SECTION EVALUATION TERMS AND TIMETABLES OF ACHIEVEMENTS OF STUDENTS AND LISTENERS

239. The terms and volumes of the diagnostic and forming evaluations are determined by the unit conducting the studies of the subject/module and this unit shall inform the students and listeners hereof in the beginning of the subject/module.

240. The dates of intermediate summarizing evaluations are determined in the detailed timetables of the subject/module and published before the beginning of certain subject/module.

241. The dates of final exam of the subjects/modules shall be determined and published in general timetable of the studies.

242. In presence of objective reasons, which do not allow carrying out the evaluation on the set time, the new evaluation date is planned taking into account the timetables of studies of other subjects/modules and the requirements of this Regulation for preparation terms for the evaluation. The changed evaluation dates shall be published in certain timetables of studies at least 5 work days before the new evaluation date when earlier evaluation date is determined and not later than 5 work days from the old evaluation date when later evaluation date is determined.

243. The students and listeners participate in the evaluation procedures at the time set for certain group(s) of students. The student or listener may come on other time only in the following cases:

243.1. when the student studies according to the individual timetable of studies approved following this Regulation;

243.2. in case of important reasons and if the individual evaluation time has been coordinated in written in advance with the unit conducting the studies responsible for evaluation and if the permit of the Faculty's dean has been received;

243.3. if the student cannot participate in the evaluation procedures on the set time because of unforeseen reasons. In such a case the student or the listener has to inform the responsible unit conducting the studies about the absence circumstances not later that the evaluation is registered according to this Regulation, and to submit the documents confirming the reasons of absence. The time is coordinated with the student or listener for evaluation after the disappearance of the circumstances, which caused the student's disability to participate in the evaluation. It is approved by the decision of the Faculty's dean or his/her authorized person.

244. If the student or the listener does not participate in the evaluation in absence of any of the circumstances listed in the clause 243 herein, it is considered that the student or listener received negative grade (minimally possible). The negative evaluation results are entered into the register and study information system.

245. The repeated evaluation (in case of negative evaluation results or absence in evaluation without having justifiable circumstances) shall be conducted during the week given for completion of the semester's academic failures. If the academic failure is not completed until the end of the semester, the academic failures shall be completed following the procedure defined in the section IX of the chapter IX of this Regulation.

FIFTH SECTION ORDER AND ORGANIZATION OF THE PROCEDURE OF SUMMARIZING EVALUATION

246. This section defines the examination procedure. The provisions of this section are all the procedures of summarizing applied for other evaluation forms as much as they suit according to the procedure's character. All the procedures of summarizing evaluation are applicable for the clauses 247 - 253 herein.

247. The students and listeners, who have implemented certain part of the study program and who have a right to participate in the evaluation, shall participate in the summarizing evaluation. If the students and listeners are not entitled to participate in evaluation because of the part of study program not implemented within the set terms, the unit conducting the studies responsible for the subject/module shall decide on the implementation of lacking part and participation in the evaluation.

248. The summarizing evaluation is organized in the following order:

248.1. the evaluation is executed in the place(s) selected and announced in advance at the time indicated in the timetable;

248.2. the evaluation premises have to be suitable for the implementation of evaluation tasks and to be of the size sufficient for the planned number of evaluatees;

248.3. the University shall provide the students or listeners with the necessary tools;

248.4. the surveillance and video recording equipment has to be installed in the evaluation premises. In such a case the personal data protection is secured following the laws and the premises have to be marked by appropriate information signs or notices;

248.5. the codes are awarded to the students or listeners for the written tasks (the works are encoded) so that the persons, who evaluate the written work, would not be able to identify the person, who has written that work. The personal identity is related to the work (the work is decoded) only after the work's evaluation;

248.6. the audio recording equipment may be used for the oral evaluation tasks. Such a record may be used when the appeals are considered. The records shall be stored for one year after the evaluation.

248.7. the evaluation supervision shall be organized by the responsible unit(s) conducting the studies. The persons supervising the evaluation have to put sufficient efforts to control the examination procedure and not to prevent the evaluation participants from execution of evaluation tasks without having an important reason;

248.8. the evaluator shall register the students and listeners for evaluation in the beginning of evaluation. The students and listeners are identified using the student's certificate, student's card or other personal identity document with a photo;

248.9. the student or listener may use only the information sources and tools announced publicly and in advance during the evaluation. It is forbidden to use other information sources and tools than specified in this clause;

248.10. the University may use the permissible special connection-blocking devices during the evaluations;

248.11. the evaluation tasks shall be performed individually and independently, unless indicated otherwise directly;

248.12. the staff of the unit conducting the studies and persons delegated by the University's administration or council of Student Representative Office may participate in the evaluation and observe its course and procedures. The same person cannot be supervisor, evaluator or the evaluatee at the same time;

248.13. some additional rules may be set for evaluation; in such a case they have to be announced publicly before the evaluation and the students and listeners have to be introduced to them in advance.

249. The evaluators and/or other persons assigned by the unit conducting the studies and responsible for evaluation shall secure the order during the evaluation, and they shall be assisted by the observers of evaluation.

250. If the evaluator or observer participating in the evaluation suspects that the student or the listener uses or has impermissible sources or tools, the student or listener has to help to diminish suspicions. The disagreement of the student or the listener to cooperate is regarded as the proof of his/her academic dishonesty and violation of evaluation procedure.

251. The evaluatees, who violate the evaluation procedure, lose the right to stay in the evaluation, while the tasks they were implementing shall not be evaluated.

252. The unit conducting the studies responsible for evaluation shall be responsible for the violation of evaluation procedure and shall inform in written the Faculty's dean stating the evaluation circumstances, the person, who violated the evaluation procedure and character of violation. If the evaluatee uses, tried to use or had the impermissible tools (or sources), these tools (or sources) shall be taken (if possible) and submitted to the Faculty's dean together with the information on the violation of evaluation procedure. The Faculty's dean shall store the aforementioned tools (or sources) until the decision about the punishment to the student or the listener is made following the procedure described in this Regulation. If the evaluatee, who does not agree with the punishment, submits an appeal to the Commission of dispute settlement, the aforementioned tools (or sources) shall be stored by the Faculty's dean until the dispute is solved in the Commission of dispute settlement. If the decision made by the Commission of dispute settlement is appealed to the Senate, the Faculty's dean shall store the tools (sources) until the dispute is solved in the Senate.

253. The punishments specified in the chapter XIV herein shall be imposed to the evaluatee, who violates the evaluation procedure described in this chapter, depending on the character of violation.

254. The unit conducting the studies that organizes the evaluation of works has to secure the reliability of the evaluation by assigning the sufficient number of competent evaluators.

255. The results of the summarizing evaluations shall be announced following the terms and conditions of the clause 265 herein.

256. When the evaluation results are announced, the student or the listener is entitled to get familiar with the detailed evaluation of his/her work and get explanations about the work's defects or made mistakes.

257. The explanation of the students' or listeners' evaluation shall be organized not later than in 1 work day after the announcement day of the evaluation results.

258. The persons indicated in the section VI of the chapter VII of this Regulation shall be responsible for correctness of evaluation data and their presentation to the University's LSMUSIS register's database.

SIXTH SECTION EVALUATION PROCEDURE OF ACHIEVEMENTS OF THE STUDENTS AND LISTENERS

259. The exams may be conducted in written or orally, with regard to the particularity of the subject/module. The evaluation conducted by computer when the answers are given using the computer shall be equal to the written examination. The examination form is indicated in the subject's/module's description.

260. The exam and the independent work (project) of the student or listener is evaluated by grade. The requirements, evaluation criteria and the composition of the grade are indicated by the unit conducting the studies, which has to notify the students and the listeners hereof in the beginning of the subject/module. The evaluation form of the achievements of students and listeners cannot be changed during the entire subject/module.

261. The student's or listener's achievements are evaluated in a 10-score grading system; the smallest positive grade is 5. The mathematical rounding rules are applied to calculate

evaluation percentage by rounding down the tenth and hundredth parts of the grades. The evaluations are entered in a student's credit book and in the LSMUSIS electronic examination register by recording the grade and its meaning.

262. The meanings of the studying results are the following:

Grade	Meaning	It is written when the percentage of knowledge, skills and capabilities provided in the study program are achieved	Description
10 (ten)	Excellent	95-100 %	Excellent, exceptional knowledge and skills
9 (nine)	Very good	85-94 %	Solid, good knowledge and skills
8 (eight)	Good	75-84 %	Better than average knowledge and skills
7 (seven)	Moderate	65-74 %	Average knowledge and skills
6 (six)	Satisfactory	55-64 %	Worse than average knowledge and skills (capabilities)
5 (five)	Weak	50-54 %	The knowledge and skills (capabilities) satisfy minimal requirements
4 (four)	Insufficient	40-49 %	The minimal requirements are not satisfied
3 (three)	Unsatisfactory	30-39 %	
2 (two)	Bad	20-29 %	
1 (one)	Not evaluated	Less than 20 %	

263. The assessment of the examination or other evaluation form of the students' achievements shall be entered into the database of LSMUSIS electronic register, following the procedure of handling, usage and administration of SIS data, in 5 work days after the assessment date of the examination or other evaluation form of the students' achievements. If the student took the exam/credit test/ independent work (project) of the student according to the timetable and did not pass it, the lecturer of that subject has to fill the column of the first exam and enter the negative evaluation in the LSMUSIS electronic register. If the student did not take an exam without any justifiable reason or refused to take part in it/left without giving completed the examination procedure, grade one (1) is entered into the box of certain evaluation in the register. The evaluation and date shall be also entered in the students' credit book.

264. The evaluations of the exam/ independent work (project) of the listeners shall be recorded in the register, which form is determined by the Faculty's dean. The name of the subject/module, number of credits, evaluation (grade) have to be entered into the register and it has to be signed by the evaluating lecturer or the unit's manager.

265. The structure of examination or other evaluation form of the students' /listeners' achievements is announced publicly on the University's intranet not later than in 5 work days after certain evaluation.

266. The lecturer has to present detailed explanation of the evaluation of the students or listeners following their request.

267. If the student or listener does not agree with the evaluation, s/he may appeal following the clauses 281 - 298 herein.

268. The right to examine is held by a professor, an associate professor and a lecturer. An assistant professor is also entitled to examine, if instructed so by the head of a unit conducting the studies. Participation in an examination may be taken by the staff of the unit conducting the studies, the Rector, Vice-Rectors, chancellors, Dean of the Faculty and representatives delegated by the Student Representative Office. Other persons may take participation in an examination only by permission of the Rector, Vice-Rector or Dean of the Faculty.

269. 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.

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

271. If a student fails in the final testing but in the course of studies s/he 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 entered to him/her as the final grade.

272. If the final testing consists of several assignments that are evaluated individually, the final evaluation grade shall be calculated by adding the grades from 1 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.

273. For the purpose of getting prepared for the final testing or exam, 2 work days shall be given, and if the cycle's duration is shorter than 3 credits – 1 work day from the time covered by the subject/module. The student is not exempted from attendance in the non-cyclic classes.

274. The exams and credit tests passed by the student earlier or in another study program may be included if the studying results achieved in that subject/module do not differ essentially. In such a case it should be noted in the register and in the student's credit book, where and what subject/module was studied and what grade was awarded. The evaluation of the exam or credit test shall be entered into the student's credit book by the Faculty's dean.

275. The earlier studies subjects are recorded according to the chapter XII of this Regulation.

SEVENTH SECTION

ABSENCE OF THE STUDENT OR LISTENER IN THE EVALUATION

276. The students or listeners participate in the exam or in the credit test on the time indicated in the timetable.

277. If the student cannot come to the exam or other evaluation of the subject/module because of the justifiable circumstance and has the supporting documents, the manager of the unit conducting the studies shall appoint new examination time following the clause 303.3 of this Regulation and the student's application. When the semester ends, the decision regarding extension terms shall be made following the procedure described in the clauses 303.6 - 303.8 herein.

278. In case of the 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/ examination of the cumulative grade (or evaluation of any other component) begins. The lecturer shall inform the supervisor of the unit conducting the studies (module) about these circumstances. Any explanations submitted after the evaluation shall not be considered as reasonable.

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

280. The justification procedures of absence in the evaluation due to justifiable circumstances and the list of justifiable circumstances shall be provided in the University's procedure of evaluation and approval of justifiable circumstances.

EIGHTH SECTION APPEALS REGARDING EVALUATION OF ACHIEVEMENTS OF THE STUDENTS OR LISTENERS

281. If the student or listener does not agree with the evaluation of the studying achievements and its explanation provided in the unit conducting the studies that was in charge of evaluation, or with the evaluation procedures, s/he is entitled to submit an appeal.

282. The appeals are allowed in the following cases:

282.1. regarding the results of the credit test (or other intermediate evaluation);

282.2. regarding the exam's results;

282.3. regarding the evaluation procedures;

282.4. regarding the evaluation results and procedures of the final exam or graduation work.

283. The student is entitled to appeal:

283.1. in 1 work day after announcement of the results in the case specified in the clause 282.1 herein;

283.2. in 2 work days after announcement of the results in the case specified in the clause 282.1 herein;

283.3. in 1 work day after evaluation in the case specified in the clause 282.3 herein;

283.4. in 1 work day after announcement of the results in the case specified in the clause 282.4 herein.

284. In the cases specified in the clauses 282.1, 282.2 and 282.3 herein the appeals shall be brought to the dean of the Faculty, where the student or listener studies, and in the case specified in the clause 282.4 the appeals shall be brought to the Rector.

285. The appeals shall be brought in written. There should be indicated the evaluation parts or procedures, regarding which the disagreement is expressed, and the motives of such disagreements. In the cases specified in the clauses 282.1, 282.2 and 282.3 herein, the appeal commission shall be formed and the examination terms of the appeal shall be determined following the decree of the Faculty's dean not later than in 3 work days after the receipt of the appeal. In any case the appeal has to be examined in 14 work days at the most after the appeal's submission.

286. In the case specified in the clause 282.4 herein the appeal commission shall be formed by the Rector's order in advance, but not later than 2 work days before the evaluation of final exam or graduation work. The appeal has to be examined not later than in 3 work days after the appeal's submission.

287. In the case specified in the clause 285 herein, the appeal commission shall be formed from 2 representatives of Student Representative Office, 5 representatives of administration and/or lecturers. The person, whose evaluation has been appealed, cannot be a member of the commission. The appeal commission shall act following the clauses 289 - 298 herein.

288. In the case specified in the clause 286 herein, the appeal commission shall be formed from 3 representatives of Student Representative Office and 6 representatives of administration and/or lecturers, unless the provisions of the final exam of certain study program state otherwise. The appeal commission shall act following the clauses 289 - 298 herein.

289. The appeal commission shall follow the Law of Science and Studies, this Regulation and other internal legal acts of the University in its activities.

290. The form of the appeal commission's activity is a meeting. The commission's meetings are legitimate if more than half of the commission's members take part in them. The commission's members shall elect the president among the members by the majority of votes. The decisions of the appeal commission shall be made by the voting majority, when more "for" votes are received than "against" votes.

291. The appeals are examined in oral procedure.

292. The appellant shall be invited to the meeting of the appeal commission. The appeal commission shall listen to the opinions of the evaluating lecturer and the appealing student. The person appointed by the Faculty's dean (in the cases specified in the clauses 282.1, 282.2 and 282.3 herein) or the Rector (in the case specified in the clause 282.4 herein) shall inform the student or the listener about the meeting not later than 1 work day before the scheduled meeting.

293. If the appellant does not come to the meeting without having justifiable reason, the appeal shall not be examined. If the appellant does not come and notifies the appeal commission immediately about the justifiable reason and submits the supporting documents, the new term of appeal shall be set.

294. First of all the appeal commission considers the validity of the appeal in its meeting. If it is recognized that the appeal is groundless, it shall not be examined and the previous evaluation stays valid. If the appeal commission decides that the appeal is groundless, the appellant shall be notified about such a decision by e-mail not later than in 2 work days after the decision has been made.

295. When the appeals indicated in the clauses 282.1 and 282.2 herein and brought regarding the written evaluation results are examined, the appeal commission evaluates only the written work. If the appellant brings an appeal regarding evaluation of oral examination or regarding the evaluation procedures specified in the clause 282.3 herein, the appeal commission may allow the student or the listener to re-take the exam or credit test or to re-defend the graduation work if it examines the claim and determines the ground for the appeal's satisfaction. If the appellant was answering orally and there is his/her preparation sheet or the audio record was made during the examination, when the appeal commission assesses whether there is a ground to satisfy the student's appeal, shall take these items into account. If the student or listener, who has been duly notified about the date of the appeal commission's date, does not come to the meeting without having any justifiable reason, the appeal for oral evaluation's results shall be left unexamined. The appellant shall be notified hereof by registered mail not later than in 2 work days after such decision has been made. In all the cases the non-arrival of the person, who was invited to the meeting of the appeal commission, shall not prevent the appeal commission from the appeal's examination and making a decision.

296. The appeal commission shall make decisions by common agreement. The appeal commission may make the following decisions:

296.1. not to satisfy the appeal and to leave the previous evaluation;

296.2. to satisfy the appeal and to change the evaluation (when the appeals for written examinations specified in the clauses 282.1, 282.2 are examined);

296.3. to satisfy the appeal and to allow repeating the examination, not considering the period until the new examination to be the period of failures, and without including the appealed evaluation into the total number of evaluations (when the appeals for oral examination specified in the clauses 282.1 and 282.2 and the appeals specified in the clause 282.3 are examined);

296.4. to satisfy the appeal and to allow re-taking the final exam or re-defending the graduation work (when the appeals brought according to the clause 282.4 are examined).

297. The decision of the appeal commission shall be submitted to the appellant by registered mail and electronically not later than in 2 work days after the decision has been made.

298. The decisions of the appeal commission regarding the procedural violations of decision-making may be appealed to the Commission of Dispute Settlement.

NINTH SECTION ACADEMIC FAILURES AND THEIR COMPLETION

299. The student, who has not passed the exam/final testing, has a right to repeat this examination twice free of charge.

300. If the student has missed the examination because of the justifiable circumstances and has informed the unit conducting the studies following the clause 279 herein, s/he is entitled to be examined as specified in the clauses 303.3 - 303.7. In such a case it is considered that the student is examined for the first time; the grade of the exam or other evaluation form is entered into the first column of the register.

301. If the student has missed the examination without any justifiable reason, the grade “one” is entered into the first column of the register; when the student is examined as specified in the clauses 303.3 - 303.7, the evaluation is entered into the second column.

302. If the student receives 50 percent and more of the determined part of the cumulative share of the exam and took but did not pass the final examination, s/he has a right to apply to the Faculty’s dean (through mediation of the manager of the unit teaching the subject/module) asking to retake an exam once before the end of the current semester (fall semester – until January 31, spring semester – until June 30).

303. Completion procedure of academic failures is the following:

303.1. One week in the end of the current semester is given to complete the academic failures;

303.2. The last week of August is given to complete the academic failures from all academic year. If the student does not complete the academic failures 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 justifiable circumstances;

303.3. The head of unit conducting the studies may extend the examination term until the end of the semester, i.e. until January 31 in fall semester and until June 30 in the spring semester;

303.4. The credit tests and exams are taken/retaken only during the week given for completion of the academic failures indicated in the calendar timetable. The Faculty’s dean has to submit the timetable of completion of the academic failures at least 2 months before the beginning of the week given for completion of academic failures, provided the timetable is coordinated with units conducting the studies, to the Center of Studies, and the Center announces the timetable on the University’s website, column of academic information. The timetable of week given to complete academic failures of the academic year shall be submitted and announced together with the timetable of the week given to complete the academic failures of the spring semester;

303.5. The units conducting the studies have to create the conditions for the students, who missed the practical assignments because of disease or any justifiable reason, and to execute them before the beginning of the week given for completion of the academic failures;

303.6. Following the student’s reasoned request, the Faculty’s dean can extend the term for completion of the academic failures until February 10 if the student has not been examined until January 31 in the fall semester;

303.7. If the student does not complete the academic failures before the deadlines specified in the clauses 303.3. and 306.4, the Rector’s office may consider the extension of the completion term of the academic failures until August 31, following the dean’s recommendation. These academic failures are completed within the completion week of the academic failures of the academic year.

303.8. If the student could not complete the academic failures before the deadlines specified in the clauses 303.3, 303.6 and 303.7, the Rector's office may consider the extension of the completion term of the academic failures until June 30, following the dean's recommendation;

303.9. If the rector agrees to extend certain term for completion of academic failures, the decision shall be formalized by the Rector's order. The manager of the Center of Studies shall issue the permit for the student to take a credit test, exam of the subject/module or to carry out the independent work (project). The unit conducting the studies shall enter the evaluation date, grade of the credit test and/or exam and/or independent work (project) of the student into the permit's form and the original document shall be submitted to the Faculty's dean;

303.10. The student, who has academic failures after the deadlines specified in the clauses 303.3 and 303.6 herein, shall be considered failed student.

303.11. If the student does not complete the academic failures before the deadlines specified in the clauses 303.7 and 303.8, s/he is left to repeat the studies following the Rector's advice and recommendation of the Faculty's dean. The decision to leave the student to repeat the studies shall be executed in the Rector's order indicating the subjects/modules, which have to be repeated.

TENTH SECTION REPETITION OF STUDIES

304. The studies are repeated in the following cases:

304.1. the student has failed the exam of the subject/module for three times;

304.2. the failure is not completed during repeated studies;

305. A student can study the following repeatedly:

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

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

305.3. 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.

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

307. The 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.

308. The student starts to study repeatedly having paid the fee determined by the Council and having received the Faculty's dean's permit; the volume to be repeated is indicated.

309. When only some subjects/modules are repeated, the manager of the unit conducting the studies may include the previously done works of that subject/module and intermediate tests following the recommendation from the teaching lecturer.

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

311. The student can repeat the same semester or course not more than twice.

ELEVENTH SECTION EVALUATION ETHICS

312. The principles of academic ethics shall be followed during the evaluation process of the students' achievements.

313. During the forming evaluation and when the feedback to the students or listeners is granted during the summarizing evaluation, the evaluators shall follow the principle of

maximal benefit for the study process of the studying person. The evaluations of personal character, evaluations, which humiliate personal dignity or violate general ethical principles, are not allowed.

314. When the achievements of the students or listeners are evaluated during the summarizing evaluation, the evaluators shall follow the principle of maximal impartiality and principle of privacy (confidentiality) of the evaluated results, unless special provisions of results' announcement are provided by other legal acts.

315. The students and listeners, who take part in any form of the evaluation, shall perform the evaluated work according to the principles of academic honesty (independent work, non-plagiarizing, correct quoting, etc.).

316. No methods of impact on evaluators are allowed during the evaluation process (presents or other compensation, pressure, etc.).

317. The notices about violations of the evaluation ethics shall be submitted to the Faculty's dean. Such notices may be submitted by the evaluatees, evaluators, evaluation observers or other members of the academic community. The notice may be submitted to the Faculty's dean not later than in 1 work day after certain violation or learning about such violation of ethics.

318. The Faculty's dean shall form the commission for investigation of violations of evaluation ethics from 6 representatives of the administration and 3 representatives of Student Representative Office not later than in 2 work days after having been addressed.

319. The form of the commission's activity is meeting. The commission's meetings are legitimate if more than half of the commission's members are present. The commission's members shall elect the president among the members by the majority of votes.

320. The violations of the evaluation ethics are investigated orally. If necessary, the Faculty's dean may decide to receive the written explanations of the interested persons, so that the violations of evaluation ethics could be investigated. If the Faculty's dean decides that it is necessary to receive the explanations of such interested persons, s/he shall inform the interested persons about such a decision and determine the term for submission of their written explanations. If the written explanations of the interested person(s) are not received, the commission is not prevented from investigation of the violation of evaluation ethics and making the decision.

321. The commission shall make decisions by common consent. When the commission investigates the possible violation of evaluation ethics, it shall make one of the following decisions:

321.1. to recognize that no ethical violation has taken place;

321.2. to recognize that the ethical violation of the evaluator has taken place and to inform the commission of employment and certification of lecturers and research workers of certain Faculty hereof;

321.3. to recognize that the ethical violation of the evaluatee has taken place and to suggest the Faculty's dean to annul the evaluation results and/or to apply the disciplinary punishments.

322. The commission has to make a decision not later than in 3 work days after the commission's formation.

323. The commission's decisions regarding procedural violations of decision-making may be appealed to the Commission of Dispute Settlement.

324. The determined violations of evaluation ethics shall be published in the University's newspaper and/or on the University's website without providing personal data of the interested persons.

TWELFTH SECTION ACADEMIC HONESTY

325. Violations of academic honesty during evaluation are the following:

325.1. talking – it is 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, the punishment specified in the clause 390.4 herein shall be imposed to the student or the listener;

325.2. having and using of mobile phones, other electronic means or other impermissible information sources. If it is determined that the student or the listener has or uses the impermissible information sources, the punishment specified in the clause 390.4 herein shall be imposed on him/her;

325.3. copying from the other student or listener. The copying of the whole or part of the work from the other student or listener is considered to be an impermissible usage of the information sources. If it is determined that the student or listener has copied from another student or listener, the punishment specified in the clause 390.4 herein shall be imposed;

325.4. feigning other student or listener. If it is determined that another person participates or intends to participate in the evaluation in place of the student or listener, the punishment specified in the clause 390.4 herein shall be imposed. If the person, who intended to participate or participated in examination in place of the student or listener, studies at the University, the punishment specified in the clause 390.4 herein shall be imposed on him/her, as well.

326. in case of suspicion that the student or the listener was cheating, the dean of the Faculty, where that student or listener studies, shall form the commission following the clause 328, not later than in 3 work days after the evaluation.

327. The following are considered the cases of academic cheating while preparing the written works:

327.1. 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 suspicion about the plagiarism, the Faculty's dean shall form the commission following the clause 328. All the graduation works must be checked regarding the plagiarism; other written works may be checked in case of suspicion of plagiarism;

327.2. 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 commission formed by the Faculty's dean following the clause 328 herein, shall decide about the work's duplication;

327.3. 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. The commission formed by the Faculty's dean following the clause 328 herein, shall decide about the falsification of the research data;

327.4. other cases not specified in the clause 327 herein, which are used to achieve better results by cheating. The commission formed by the Faculty's dean following the clause 328 herein, shall decide about the recognition of certain case as academic cheating.

328. The Faculty's dean shall form the commission to investigate the cases of academic cheating specified in the clauses 325 and 327 herein from 1/3 of the University's lecturers (one lecturer has to be from the other unit conducting the studies than the unit where the written work was done), 1/3 representatives of the Faculty's administration and 1/3 students delegated by the Student Representative Office. The Commission shall assess not later than in 7

work days (in the case specified in the clause 325) or not later than in 4 work days (in the case specified in the clause 327) after the commission's formation whether the work contains the facts of academic cheating described in the clauses 325 and 327 herein and it shall submit its conclusions to the Faculty's dean. The Commission may use all the technical tools necessary to assess the fact and volume of certain academic cheating. If the fact of academic cheating is confirmed, the Faculty's dean shall submit the decision for the Rector's consideration regarding the punishment indicated in the clause 390.4.

CHAPTER X PROCEDURE OF DETERMINATION AND COMPARISON OF MEANS OF STUDYING RESULTS

FIRST SECTION CALCULATION OF MEANS OF EVALUATION RESULTS AND FORMATION OF ROW OF THE BEST STUDENTS

329. The comparison period of the means of academic studies of the student admitted to the University:

329.1. the mean of studies of the student admitted in 2012 and later is compared to the mean of the studying results of certain study program and form of the same course (hereinafter course) every year when the academic year is over;

329.2. the mean of studies of the student admitted in 2009, 2010 and 2011 after two years of studies or half of the study program in case of the extended studies is compared to the mean of the studying results of two years of studies or half of the study program of certain study program and form of the same course, where the student is studying.

330. The mean of evaluations of exams/ independent work (project) of the students of certain semester or academic year is calculated by adding the evaluations provided in the semester's syllabus and by dividing their sum from the number of evaluations planned for the semester (year) in the syllabus.

331. If the mean of evaluations is calculated for the period longer than one semester, first of all the arithmetic mean of evaluations of each semester (year) of the student is calculated and then total mean of the student's study program in certain academic study period is derived.

332. If the same exam/ independent work (project) of the student was evaluated several times (it was retaken or re-defended due to negative grade), the arithmetic mean of all the evaluations of that independent work (project) used to calculate the mean of evaluations of certain semester or academic year should be calculated.

333. The result shall be rounded down to the hundredths parts of the grade in all the calculations.

334. The course's mean is determined by summing up the means of evaluations of all the students of that course and by dividing the sum from the number of students in the course, which evaluation means are calculated. When the mean of the course's evaluations is calculated, it is considered that the final evaluation of the subject, for which the student, who entered in the academic year 2011/2012 and later, has academic failure, is equal to zero. The mean of the student's studies calculated in such a way shall be included into the total mean of the course.

335. If the student, who entered in the academic year 2011/2012 and later, has academic failure(s) at the time of comparison of the studying results, it is considered that the mean of the studying results of the semester, when the student got academic failure, is equal to zero.

336. When the student has academic failures because of disease, inability to work or other justifiable circumstances, the permanent commission formed by the Rector's order shall decide about the comparison of his/her results. The representative of the Student Representative

Office has to belong to that commission. The commission is formed from the deans of faculties, 1 representative of the Center of Studies and 1 representative of students delegated by the Student Representative Office.

337. The students, who are on academic leave or who have suspended their studies temporary, are not included into the row of the best students.

338. The row of the best students is formed by listing the means of the studying results in the decreasing order. The person authorized by the manager of the Center of Studies shall be responsible for formation of the rows of the best students funded and not funded by the State (rating) and submission of the lists and data to the dean's offices and other institutions.

339. The row of the best students is formed and the comparison procedures are carried out in 5 work days after the end of certain semester and deadlines set for completion of academic failures in this Regulation. The row of the best students is recorded on March 01 and October 01 of the current year, signed by the Faculty's dean and manager of the Center of studies, and stored in the office of the Faculty's dean until the end of studies of certain admission year and for one year after the completion of studies.

SECOND SECTION COMPENSATION OF THE PAID TUITION FEE

340. The factually paid tuition fee or its part that does not exceed the standard tuition fee shall be compensated for the persons, who finished the first two years of studies the best (in case of extended studies – the first half of the study program) and/or from the third year of studies until the end of the first cycle or integrated studies (in case of the extended studies – the second half of the studies), when such persons were studying the appropriate period or its part at the University in the State-funded place of the first cycle or the integrated studies.

341. The list of the students not funded by the State, to whom it is suggested to compensate the tuition fee, is formed according to the row of the best students formed following the first section of the chapter X of the Regulation.

342. The students indicated in the clause 340 herein shall be included into the list of the students not funded by the State, to whom it is suggested to compensate the tuition fee. Their total number cannot exceed 10 percent from the number of persons, who completed the first two years of studies (half of the study program in case of the extended studies) or the remaining years of studies in the same study field, were funded by the State, and were in the first cycle or in the integrated studies.

343. The following persons shall not be included into the list of the students not funded by the State, to whom it is suggested to compensate the tuition fee:

343.1. students with academic failures;

343.2. the students on academic leave or the students, who have temporary suspended their studies.

343.3. the students, whose mean of studying results is smaller than the mean of the studying results of certain period of certain study program and form of the same course;

343.4. the students, who are not entitled to the compensation of the tuition fee according to the Law of Science and Studies, article 72 part 1.

344. The mean of the students, to whom it is suggested to compensate the tuition fee, has to be higher than the mean of the student, who satisfies the requirements of the clauses 342 and 343 and who is not included into the list. If more than one student has the same mean and if there are students, to whom it is suggested to compensate the tuition fee, and if at least one student exceeds the quota indicated in the clause 342 herein if all such students are included into the list, any student with appropriate mean should not be included into the list.

CHAPTER XI

PARTIAL STUDIES

345. The students may study individual subjects/modules of the study program in other universities following this Regulation, while the students of the recognized universities of other countries can study individual subjects/modules at the University.

346. The students may study according to the partial studies of coordinated study content and according to the partial studies of not coordinated study content.

347. The students shall be admitted or allowed to leave for partial studies according to the prepared program of partial studies approved by the sending and host institutions.

348. The registration number is awarded to the students, who come to the University, and they are entered into the database of study information system.

349. The results of partial studies shall be evaluated and approved by the certificate.

350. The total duration of partial studies in other higher education institutions cannot exceed 75 percent of total duration of study program, unless the legal acts or contracts provide otherwise.

351. The students, who leave for partial studies, have to make a trilateral contract of partial studies with the University and host higher education institution before the beginning of the studies. The contract shall contain coordinated study field, part and volume of the study program corresponding to the cycle.

352. The University's scholarship shall be granted to the student, who goes for partial studies according to the exchange programs conducted at University, following the valid regulations of scholarship award, according to the studying results before leaving for partial studies according to the exchange programs conducted at University. This scholarship shall be applicable during the entire study period.

353. The scholarship for the student, who returns after the studies according to the exchange programs conducted at University, shall be calculated according to the studying results achieved at University during the last semester, and this is valid until the end of the other semester at University.

354. The payment of any scholarship to the student shall not be cancelled during his/her studies abroad.

CHAPTER XII RECORD OF THE STUDYING RESULTS

FIRST SECTION RECORD OF THE STUDYING RESULTS ACCORDING TO THE COORDINATED CURRICULUM

355. The studying results of the person, who has studied at other higher education institution or foreign higher education institution, according to the contract of partial studies, contract between the higher education institutions or higher education institution and foreign higher education institution, or having the content of studies coordinated on other legal ground, shall be recorded without any restrictions, provided any violations of the contract or other document, whereby the curricula have been coordinated, are not determined with regard to the studied subjects.

356. The person, who wishes to have the studying results recorded, shall submit to the University's administration the official stamped and signed study certificate from the other higher education institution. This certificate shall contain the information on the duration of studies at other higher education institution, names of the studied subjects (modules), evaluations and number of the accumulated credits. The record of the studying results shall be formalized by the record card, which form shall be approved by the Rector.

357. If the host higher education institution sends the certificate of studies later, the evaluation terms may be postponed until the beginning of the next semester.

358. If the subjects specified in the coordinated curriculum are left without being taught and accounted not because at the fault of the person sent for studies, when that person returns to continue the studies, the conditions have to be created for him/her to study and account for the lacking subject free of charge.

359. The student, who has not implemented or implemented incompletely the contract of studies, shall be provided with the possibility to complete academic failures in one or two semesters.

360. If the student leaves for partial studies just for some part of the semester, or if the beginning or end of the studies at foreign higher education institution does not correspond to the beginning or end of studies at University, the Faculty's dean may grant him/her a possibility to account for the remaining subjects (modules) at University before the leave or after the return. The evaluations of the subjects (modules) studied at University shall be entered into e-registers following this Regulation.

361. The ground for record of the studying results of the students, who have studied at foreign higher education institution according to the exchange programs conducted at University, is the European credit transfer and accumulation system (ECTS). Following the provisions of this Regulation, the academic recognition among the institutions of student exchange is planned. The period of studies at foreign higher education institution is recognized as a part of the study program, while the subjects (modules) with passing grades studied abroad, the received grades, credit tests and credits are completely recognized and recorded into the study program.

362. If during the official exchange programs conducted at University the student goes abroad just for some part of the semester, or if the beginning/end of the studies at foreign higher education institution does not correspond to the beginning or end of studies at University, the Faculty's dean may grant him/her a possibility to account for the remaining subjects (modules) at University before the leave or after the return. The evaluations of the subjects (modules) studied at University shall be entered into e-registers following this Regulation.

363. When the period of studies abroad according to the official exchange programs conducted at University ends, the student shall submit to the Faculty's representative assigned by the Rector (hereinafter program's tutor) the official stamped and signed study certificate from the foreign higher education institution. This certificate shall contain the information on the duration of studies at other higher education institution, names of the studied subjects (modules), evaluations and number of the accumulated credits. If the foreign higher education institution sends the certificate of studies later, the evaluation terms may be postponed until the beginning of the next semester.

364. In case of to the official exchange programs conducted at University, the University's Center of International Relations and Studies shall form the electronic study record card (hereinafter record card) in the University's LSMUSIS database, where the student's name, surname, faculty, study program, course, group, period of studies abroad, and the foreign higher education institution have to be indicated. The student shall complete the record card by transferring the names of subjects (modules) studied at foreign higher education institution and entered in the certificate of studies in the original language, the translation of the names into Lithuanian, accumulated credits and evaluations of the subjects (modules), according to the evaluation scale of the foreign higher education institution and/or ECTS grade scale.

365. When the student studies according to the official exchange programs conducted at University, the program's tutor, who receives the certificate of studies, shall:

365.1. determine and assess whether the subjects (modules) studied and accounted for abroad by the student and the accumulated credits correspond to the subjects (modules) provided in the contract of studies (as amended) and their volume in credits;

365.2. check the electronic record card filled by the student, approve it in the University's LSMUSIS database and indicate, which subjects (modules) from the program studied by the student will not be needed to be studied or which will be studied only partially;

365.3. sign the record card printed from the University's SIS database;

365.4. enter the names of the subjects (modules) studied abroad and recorded at University translated into Lithuanian, the accumulated credits and evaluations into the student's credit book.

366. The evaluations of the subjects (modules) studied abroad according to the official exchange programs conducted at University shall be recorded according to the evaluation scale of the foreign higher education institution and/or ECTS scale and shall not be converted into the University's grading system.

367. The student, who has studied according to the official exchange programs conducted at University and has not implemented or implemented incompletely the contract of studies (for example, negative evaluations of the subjects (modules) were received) shall be provided with a possibility to complete the academic failures in one/two semesters (depending on the teaching timetable of certain subject/module at University).

368. If the student, who has studied according to the official exchange programs conducted at University, studied the subject/module, accumulated the credits for intermediate tests, but did not pass the final exam, s/he shall be allowed to retake an exam as specified herein. In such a case the subject/module is considered as partially studied at University and the received evaluation of the exam shall be entered into e-registers as specified herein.

369. If the student, who has studied according to the official exchange programs conducted at University, did not pass the subject/module and did not accumulate the necessary number of credits, s/he must study the subject/module in full volume of the studied study program with regard to certain period and volume of studies (calculated in credits). In such a case the subject/module is considered as studied at University and the received evaluation shall be entered into e-registers as specified herein.

370. If the content and credits of the subject studied abroad by the student, who was studying according to the official exchange programs conducted at University, correspond to the part of the module of the study program, s/he has to study the remaining part of the module at University. In such a case the module of the study program shall be recorded and entered into the record card by indicating, which part of the module the student has completed at foreign higher education institution, and how many credits in total amount of module's credits make the credits of the subject studied abroad.

371. The student, who has studied according to the official exchange programs conducted at University, shall submit to the person assigned by the Rector and responsible for record of results of the partial studies (hereinafter coordinator) the record card signed by the program's tutor. The coordinator shall follow the procedure stipulated in the first section of the chapter XII of this Regulation and record the studying results and sign the card. The signed record card shall be stored in the student's personal file.

SECOND SECTION

RECORD OF THE STUDYING RESULTS ACCORDING TO THE NON-COORDINATED CURRICULUM

372. The studying results of the person, who has studied at the same or other higher education institution or foreign higher education institution, according to the non-coordinated curriculum, shall be recorded after having assessed the formal requirements of the studying results and their compliance to subject-related requirements of the desired study program.

373. The person, who wants his/her studying results recorded, shall submit the following to the coordinator:

- 373.1. application showing the study program, which s/he studies or wants to study;
- 373.2. documents about the studying results:
 - 373.2.1. diploma, its supplement (annex) and descriptions of subjects, if the person has acquired higher education;
 - 373.2.2. certificate of studies and descriptions of subjects, if the person is the student of higher education institution or foreign higher education institution or if s/he has studied but has not finished the studies;
 - 373.2.3. if the person wants to record the studying results in the same higher education institution, where s/he studies, has acquired higher education or has studied but has not finished the studies, the descriptions of subjects do not need to be submitted.
- 374. The coordinator shall assess the formal requirements of the studies following the legal acts of the Republic of Lithuania:
 - 374.1. status of the higher education institution or foreign higher education institution. If necessary, s/he may address other institutions regarding the required information about certain higher education institution;
 - 374.2. according to the documents presented by the person – sort of studies, type of study program, form of studies, etc.
- 375. The program's tutor shall assess the compliance of the studying results and planned-to-study program to subject-related requirements of the desired study program according to the procedure defined below, with regard to the diploma's supplement (annex), certificate of studies and descriptions of subjects:
 - 375.1. the subject of the study field/fundamentals or special (professional) part is recorded if its volume makes at least two thirds of the volume of the study field/fundamentals or special (professional) part of the subject in the desired study program and satisfies the essential objectives and main parts of the curriculum, of if the fundamentals or special (professional) part of the studies do not contain a subject suitable for comparison, whether the general requirements of these subjects are observed and the skills and knowledge provided in the program are granted;
 - 375.2. the subject of general education part is recorded if it complies with essential objectives and main parts of the curriculum;
 - 375.3. the elective subjects of the student are recorded without any restrictions;
 - 375.4. the graduation work and/or final exam shall not be recorded;
 - 375.5. the total volume of subjects of college/non-university study program recorded instead of the fundamentals of studies of the first cycle of the University, which is planned to be studied, or special subjects, cannot exceed half of the planned University study program of the first cycle;
 - 375.6. it is possible to record not more than 75 percent of the volume of planned study program; the recorded part may contain the subjects of other (lower) study cycle or study (teaching) program when compared to the planned study program, but the volume of these subjects cannot exceed:
 - 375.6.1. 50 percent of the volume of study program of the first cycle that is planned to be studied;
 - 375.6.2. 25 percent of the volume of study program of the integrated or the second cycle's studies that is planned to be studied.
- 376. If the subject-related requirements of the studied or desired program are satisfied, the program's tutor may do the following while submitting the offer to record the subjects to the coordinator:
 - 376.1. record several studied subjects as one;
 - 376.2. record one studied subject instead of several;
 - 376.3. record part of the studied subject if its volume is at least 2 credits.

377. The coordinator shall decide about record of the studying results in one month after receipt of all the documents indicated in the clause 373 herein, taking the suggestions of the program's tutor into account.

378. The decision about record of the studying results shall be formalized by the study record card, which has to be approved by the Rector.

379. The names of the recorded subjects, their volume in credits and evaluations shall be entered in the supplement (annex) of the issued diploma, in the certificate of studies instead of the subjects provided in the study program by indicating nearby, in which higher education institution the subject was studied.

380. The names and evaluations of the subjects, names of the foreign country and foreign higher education institution, and other data related to the record of the studying results shall be entered into the supplement (annex) of the diploma or into the certificate of studies in the Lithuanian language.

THIRD SECTION APPEALS REGARDING RECORD OF THE STUDYING RESULTS

381. If the person does not agree with the decision about the record of the studying results, s/he has a right to bring an appeal to the Rector in 10 days after the decision-making provided in the clause 377 herein.

382. When the Rector receives an appeal of the student or listener, s/he shall form the appeal commission that should analyze whether the studying results satisfy the subject-related requirements of the desired study program. The appeal commission shall be formed from 2 experts suggested by the Center of Quality Evaluation of Studies, 2 representatives of other higher education institution or Ministry of education and Science, and 1 student delegated by the Student Representative Office. The appeal commission shall make a decision by majority of votes in 10 days after the formation of the appeal commission. The student, who has appealed about the record of the studying results, shall be notified about the decision of the appeal commission not later than in 2 work days after the decision has been made.

383. The person, who does not agree with the decision of the appeal commission regarding the evaluation of formal requirements has a right to bring an appeal in 10 days after the student's notification about the made decision to the appeal commission of evaluation and recognition of qualifications acquired abroad formed by the Minister of Education and Science.

384. The University's commission of dispute settlement does not examine the appeals regarding the record of studying results.

CHAPTER XIII COORDINATION PRINCIPLES OF THE STUDIES AND PARTICIPATION IN OTHER ACTIVITY OF THE UNIVERSITY

385. The objective of coordination of the studies and participation in other activity of the University is to create favorable conditions for the students to take part in other activity of the University: to represent the University and its students and to glorify the University's name. The participation in other activity of the University covers the following:

385.1. participation in the obligatory events when required by office or when the University is represented (meetings of the Council, Senate, councils of faculties, University's commissions or mass events, where the University's representation is needed for the University, city in Lithuania or outside its territory);

385.2. participation in the events beneficial for the University (glorification of the University's name, representation of the students' organizations or academic community, etc.).

386. The participation in other activity of the University stipulated in the clause 385.1 herein shall be considered justifiable circumstance when the issues of attendance and evaluations are discussed. In such a case the disciplinary punishments cannot be imposed for the missed works or evaluations and the conditions shall be created to implement the program and/or account within the semester.

387. The participation in other activity of the University stipulated in the clause 385.1 herein may be considered justifiable circumstance and can be taken into account when the issues of attendance and evaluations are discussed. The students, who want to go to certain event, have to coordinate their leave with the Faculty's dean and inform certain units conducting the studies about their leave and inability to participate in the lectures, works or tests.

CHAPTER XIV INCENTIVES AND ACADEMIC PUNISHMENTS OF THE STUDENTS AND LISTENERS

388. The following incentives may be applied for the students, who have distinguished in academic, creative or sport life at University:

388.1. citation;

388.2. letter of acknowledgement;

388.3. diploma of scientific, creative or sport achievements;

388.4. scholarships of studies, incentive scholarships (including onetime), nominal scholarships;

388.5. other incentives, which do not contradict to the legal acts of the Republic of Lithuania and University's internal legal acts.

389. The incentives indicated in the clauses 388.1 - 388.3 and in the clause 388.5 of this Regulation may be applied for the listeners, who have distinguished in academic, creative or sport life at University.

390. The following punishments may be imposed to the students and listeners, who have violated the requirements of the laws of the Republic of Lithuania, University's statute and other legal acts, the provisions of this Regulation and other legal acts regulating the University's internal order, Code of Academic Ethics u:

390.1. warning;

390.2. reprimand;

390.3. slating;

390.4. expel from University.

391. The student or listener may be expelled from the University following the procedure defined in this Regulation if s/he has violated grossly the provisions of the Law of Science and Studies, University's Statute or acts defining internal order, offended the duties of student or listener, or ethical principles. The following are considered to be gross violations:

391.1. the student's or listener's behavior that discredits the University, humiliates human dignity, or other actions, which violate directly the human constitutional rights;

391.2. violation of fair principle of competition, copying, plagiarism or other cheating related to the evaluation of the skills of student or listener during exam or other test;

391.3. systemic violation of disciplinary, internal order or ethical norms manifested by the fact that the student or listener, to whom the disciplinary punishments were applied at least once in the last twelve months, violates again the provisions of the Law of Science and Studies, University's Statute or acts defining internal order, offended the duties of student or listener, or ethical principles;

391.4. violation of equal rights of men and women or sexual harassment of members of academic community or other persons;

391.5. violence against the members of academic community or other persons, ravage of the University's property or provocation of such actions;

391.6. discrimination because of gender, sexual orientation, race, nationality, language, origin, social status, religion, beliefs or creed, and instigation of such behavior;

391.7. being insober or intoxicated with drugs or toxic substances during the study process at University;

391.8. non-implementation of financial obligations according to the contract of studies without having any justifiable reason.

392. In the case specified in the clause 391.8 herein the punishment may be imposed only if the financial obligations have not been implemented for the period exceeding 14 work days after the payment deadline. When the aforementioned term expires, the student is warned that if s/he does not implement the financial obligations in 14 work days, the punishment will be imposed. If the student does not implement the financial obligations within the additional term, the punishment is imposed as defined herein. The Rector has a right not to impose the punishment and to arrange the non-implemented financial obligations in parts if such arrangement is requested by the student.

393. If the punishment is imposed to the member of the Student Representative Office, the consent of this representative office has to be received, except when the punishment is imposed for non-implementation of requirements of the study program. The representatives of the S Student Representative Office have a right to express their disagreement and notify the person responsible for the punishment hereof in 3 work days after having learnt about the application to impose punishment. If the disagreement of the Student Representative Office is not received within the indicated period, it is considered that the disagreement does not exist. If the Student Representative Office expresses its disagreement with the punishment, it may be imposed to the member of the Student Representative Office only by the Senate's resolution.

394. The Rector is entitled to apply all the incentives specified in the clause 388 and all the punishments specified in the clause 390 herein. The punishments specified in the clause 390 herein shall be imposed by the consent of the Rector's office upon the recommendation of the Faculty's dean or Student Representative Office. The Rector shall make the decision regarding incentive or punishment and this decision shall be formalized as an order. The requests to impose punishments or incentives shall be submitted through the dean of certain Faculty.

395. The recommendation of the Faculty's dean to the Rector to impose the punishments specified in the clauses 390.3 and 390.4 herein shall be discussed in the closest meeting of the Rector's office.

396. The deans of the faculties may impose the punishments indicated in the clauses 390.1 - 390.2 and all the incentives indicated in the clause 388 herein (save the scholarships). The requests to impose punishments or incentives to the student shall be submitted directly to the dean of certain Faculty.

397. The Rector or the Faculty's dean may impose punishments to students or listeners by their own initiative as well.

398. If the punishment is imposed by the initiative of the Rector or the Faculty's dean, they shall inform the Student Representative Office about the received request not later than in 1 work day so that the disagreement with the punishment stipulated in the clause 393 herein could be considered, if necessary.

399. The requests to impose punishments to the students or listeners submitted according to the clauses 392, 395 and 397 of this Regulation are registered by indicating the request's date and place and (when the request is written) the person receiving such a request has to sign it.

400. The Rector or the Faculty's dean shall make a decision to apply the incentive or punishment not later than in 5 work days after consideration in the Rector's office, while in the case described in the clause 394 herein – only when the agreement/disagreement of the Student

Representative Office with the punishment is received or when the deadline indicated in the clause 393 for the consent of the Student Representative Office matures.

401. The Rector or the Faculty's dean shall make one of the decisions indicated below:

401.1. to impose punishment;

401.2. to refuse imposing punishment;

401.3. to apply incentive;

401.4. to refuse applying incentive.

402. The decision provided in the clause 401 of this Regulation shall be formalized by the Rector's order or dean's decree accordingly.

403. The person, who applied for punishment or incentive and the student or listener, with regard to whom the incentive or punishment was applied, shall be notified about the made decision not later than in 2 work days after the issuance of the order.

404. The teacher may ask the student or listener to leave the class because of his/her improper behavior that obstructs the studies. This has to be recorded as missed class and the manager of the unit conducting the studies has to be notified.

405. The student or the listener, who does not agree with the incentive or punishment, may address the Commission of Dispute Settlement in written not later than in 10 work days after receipt of the decision of the Rector or the Faculty's dean, following the procedure of settlement of students' disputes with administration and other employees approved by the Senate.

CHAPTER XV END OF STUDIES

406. The study program is completed with the evaluation of student's competences by presentation of the graduation work (project) and/or final exams and when the person implements all the requirements of the selected study program.

407. According to the Faculty's dean's proposal and following the Rector's permission, the final examination / graduation work in the program may be taken or presented by a student. The decision to permit the student to take the final exam or to present the graduation work shall be formalized by the Rector's order.

408. The student, who has academic failures, is not allowed to take the final exam or to present the graduation work.

409. When the Rector issues the order to permit the student to take the final exam or to present the graduation work, the Rector or vice Rector for studies has to pass a resolution determining the date of final exam or presentation of the graduation work not later than in 10 work days after such order's issuance and not later than one month before the final exam or presentation of the graduation work. At the same time the commission of the final examination/graduation work and commission of appeals have to be formed.

410. 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.

411. the student who failed to pass or did not take the final examination of the program before the end of the semester or who failed to present or did not present at all the graduation work in the program shall be expelled from the list of students.

412. At the request of the student and upon the recommendation of the Faculty's dean, not earlier than after one year the Rector may allow for a certain fee re-taking of the final examination or re-presenting the graduation work in the program, which has been passed with a passing grade for the purpose of receiving a higher grade. The approval of the Rector's office is needed.

413. 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 the graduation work in the undergraduate program, and 30 credits shall be given in the first cycle graduate program.

414. 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 of the integrated studies.

415. If the student disagrees with the evaluation result (grade) of the final exam/graduation work, s/he has the right to appeal following the terms and conditions stipulated in the section VIII of the chapter IX of this Regulation.

416. A person who has completed the studies awarding degree shall receive the documents of higher University education in the form determined by the legal acts:

416.1. to the persons, who complete the studies of the first cycle (undergraduate) – diploma confirming the Bachelor's degree and/or professional qualification in the study field and its supplement or the diploma and supplement confirming the Bachelor's degree in major and minor study field;

416.2. to the persons, who complete the studies of the second cycle (graduate) – diploma confirming the Master's degree and/or professional qualification in the study field and its supplement;

416.3. to the persons, who complete the integrated studies – diploma confirming the Master's degree and/or professional qualification in the study field and its supplement;

416.4. to the persons, who complete the joint study program of different parties, one document conforming the qualification of higher education of the higher education institutions – partners shall be issued, or two or more documents confirming national qualification of higher education may be issued by two or more higher education institutions – partners following the procedure stipulated in the legal acts of the country of each higher education institution – partner.

417. The Diplomas with Honors shall be issued:

417.1. to the graduates of the first cycle programs, who have implemented the degree study programs with especially high evaluation results, i.e. all evaluations of the subjects/modules of the study program are not lower than grade 8 (“good”) and average grade is not lower than 9 (“very good”), and the graduation work and/or final exam is evaluated as “very good” (9) or “excellent” (10);

417.2. to the graduates of the second cycle programs, who have implemented the degree study programs with especially high evaluation results, i.e. all evaluations of the subjects/modules of the study program are not lower than grade 9 “very good” and average grade is not lower than 9,5, and the graduation work is evaluated as “excellent” (10);

417.3. to the graduates of the integrated study programs, who have implemented the degree study programs with especially high evaluation results, i.e. all evaluations of the subjects/modules of the study program are not lower than grade 8 (“good”) and average grade is not lower than 9 (“very good”), and the graduation work is evaluated as “very good” (9) or “excellent” (10).

418. If the student has studied part of the program's subjects/modules in other higher education institution, this additional information shall be provided in the supplement of the issued diploma:

418.1. The subjects/modules studied in other higher education institution shall be entered into the supplement to the diploma issued by the University following the information available in the University's LSMUSIS electronic database about the subjects/modules studied by the student in other higher education institution and recorded at the University, their volume in credits and evaluations;

418.2. the subjects/modules studied in foreign higher education institution shall be listed in the diploma's supplement and it shall be indicated, in which country and which higher education institution these subjects/modules were studied;

418.3. the subject/module studied in other higher education institution shall be marked by arbitrary sign and the original number of credits of the subjects studied in other higher education institution shall be indicated;

418.4. if the student studied the subjects in foreign higher education institution, the name of that institution shall be entered in the Lithuanian language in the diploma's supplement and the original name shall be given in brackets;

418.5. when the diploma of the University's graduation is issued, the certificate of studies received from other higher education institution providing information about the studied subjects/modules, accumulated credits, evaluations and description of evaluation system of other higher education institution (grade according to the evaluation scale of other higher education institution and the corresponding ECTS grade and evaluation in words) shall be enclosed. The copies of the certificate of studies shall be stored in the student's personal file in the Faculty's dean's office and in the University's Center of International Relations and Studies (if the studies were carried out in foreign higher education institution);

418.6. if the student prepared/presented the graduation work (Bachelor, Master theses) in other higher education institution, its topic, number of credits and evaluation have to be entered in the diploma's supplement. It shall be noted that the work was done and evaluated in other higher education institution.

419. If the students were studying single subjects/modules taught at University as additional elective subjects exceeding the volumes of the study program, the studying results of these elective subjects shall be entered into the diploma's supplement as the additional information.

420. If the students or listeners were studying individual subjects or groups of subjects or completed additional studies, the certifying certificate shall be issued to them. The certificate shall contain information about the passed subjects, their volumes and evaluations.

421. The detailed procedure of issuance, record and storage of diplomas shall be determined in the procedure of issuance, record and storage of diplomas of the first cycle, second cycle and integrated studies, their supplements, annexes, doctoral diplomas, certificates of internship and residency, their forms, duplicates and forms of duplicates approved by the Rector's order.

422. When the student completes the studies or interrupts them, his/her personal file shall be completely arranged, signed by the Faculty's dean on the head page and transferred for storage to the University's archive following the order stipulated in the Procedure of management and control of the University's documents.

CHAPTER XVI

PROCEDURE OF SETTLEMENT OF THE STUDENTS AND LISTENERS WITH THE UNIVERSITY IN CASE OF TERMINATION OF INTERRUPTION OF STUDIES

423. When the student or listener graduates from the University, s/he shall complete all the material or financial liabilities and other obligations to the University and receive the appropriate confirmation from the University's services and units. The student or listener, who completes the studies of all the cycles, shall settle with the University following the procedure approved by the Rector.

CHAPTER XVII

FINAL PROVISIONS

424. The Regulation of the Studies is amended by the Senate's decision.