

CHAPTER VI

ASSESSMENT OF STUDY RESULTS AND ACADEMIC MOBILITY

43. Ways of the assessment of learning outcomes are determined in study programmes. If the final assessment mode of the subject is an exam (project) , learning outcomes are assessed during the exam session; if it is a differential credit, it is assessed before the exam session. The exam with the tasks approved by the signature of the head of the department, the defence of a project and a differential credit are organized and the learning outcomes of the subject are assessed by the teacher who taught the course. If the teacher who taught a course cannot evaluate the learning outcomes due to illness or other important reasons, the head of the department may appoint another teacher or form a commission of specialists in the area. A commission to assess learning outcomes can also be formed based on a student's reasoned request. A student submits a reasoned request to form a commission to the dean of the faculty a week before a scheduled exam or a differential credit day. A teacher allows a student to take an exam, a differential credit or defend a project only if during the semester the student accounted for all intermediary settlements/tasks.

44. During a differential credit, an exam or a project defence a student provides the teacher with a student's certificate.

45. Students with financial debts to college cannot take the exam or participate in a project defence.

46. An exam session is held at a time scheduled in the academic calendar. The schedule of exams, agreed with the president of ACSE and the deans, is approved by the deputy director for academic affairs. The schedule is published no later than one week before the beginning of the session.

47. Practical training and its assessment is held following the order of practical training management, report preparation, submission, defence and assessment in organizations.

48. With the permission of the dean, students may take credits and exams before the session, having fulfilled all course assignments. Also, students who have fulfilled all course assignments, at their request, have the right to take credits or exams externally. The right to take credits and exams externally is given by order of the director of the college. Written works of the exams, projects, reports on practical training and course papers are stored in the department for one year.

49. Assessment grades of exams, projects, practical training and course papers are written in the assessment sheet. Assessment is written in figures and words and is approved by teachers signature, the date is also written.

50. The teacher submits the exam assessment sheet to the dean's office and informs students personally by their college e-mail no later than in five working days after the exam or project defence.

51. If a student misses a differential credit, an exam or project defence, the note 'failed to appear' is written in the assessment sheet

52. After the exam session, heads of departments prepare and publicly announce the schedules of retaking project works, practice defence and exams for full-time and part-time students, approved by deputy director for academic affairs. They indicate specific retaking dates and deadlines. The dean's office issues a debt settlement form for a student.

53. Defence of projects and retaking of the exams is allowed during the period designated for retaking. Retaking is allowed twice: for the first time – free of charge, the second time – the student is given the opportunity to defend the project, to pass the exam or to take a differential credit by paying a college-fixed fee for the provided study services.

54. Students who fail to defend the graduation thesis or fail to pass the qualification exam are removed from the college. It is allowed to re-defend the graduation thesis or to re-take a qualifying examination not earlier than next semester. Repeated preparation of the graduation thesis or defence of a qualification exam is done at student's own expense.

55. A student who does not agree with the exam or credit assessment is entitled, in accordance with the description of the procedure for the submission and processing of appeals, to submit an appeal regarding the verification of knowledge assessment.

56. A failed exam, an undefended report, course paper, project or other final settlement under the period of assessment no longer than one year of studies (until 31 August of the current year), shall be considered as a student's academic debt. In case a student falls ill during the semester, the examination session or the debt settlement period and provides a medical certificate within 5 days after the illness, the Dean shall have the right to prolong the session or the debt settlement period for the number of days corresponding to the student's illness, but no longer than until 31 August. Full-time and part-time students must get debt settlement forms from the Dean's office no later than in a week after the last day of the session. Final year students shall settle their academic debts no later than two weeks until starting writing the graduation thesis.

57. Debt settlement forms are returned to the Dean's office by teachers no later than the last day of the retaking period. They are kept together with the exam assessment sheets as strict accounting records.

58. Students who have more than three academic debts under assessment period no longer than one academic year shall be removed from the student list or, at their request, can repeat the failed courses next academic year provided they pay the study fee for the credits of each course.

59. In case a student goes to study to other national or foreign higher education institution (basing on the Director's Order) or has other justified reasons (basing on documents which are presented by the end of the session), according to the Dean's decision, the examination session can be prolonged.

60. Students, having coordinated the study content with the dean and the head of the department, may go to study abroad or Lithuanian higher education institutions according to student exchange programs. The order of going is determined by the director of the college.

61. College director, deputy director for academic affairs, head of Study Quality Assurance Department, deans, heads of departments, and an ACSA representative authorized by students' president is entitled to participate in the exam or other settlement.

62. For cheating, plagiarism and/or other kind of fraud, an academic debt of a subject is registered with the inscription "uncertified" in the assessment sheet. An exam, differential credit or other settlement can be retaken under the general order. For repeated misconduct mentioned previously, the student shall be expelled from college or can be left to repeat the course at their own expense in the coming year of studies.

63. A student studying in a state-funded place, may change the mode of studies and /or study programme in the same group of study fields in the same or other type of state higher education institution without changing the type of study programme (university, college studies) no earlier than the end of the first semester without academic debts.

64. A student receiving a scholarship, may change the mode of studies and/or study programme in the same group of study fields in the same or other type of state higher education institution without changing the type of study programme (university, college studies) no earlier than the end of the first year of studies without academic debts.

65. A student changing the study programme and/or study mode may change the study programme in the same group of study fields after completing the semester without academic debts by writing to the department that administers the college or other higher education institution where s/he intends to continue studies no later than 10 days before the beginning of the new semester. An application concerning the change of a study programme and/or a mode of study must indicate the study programme and/or the mode of study that is desired to be studied as well as include the documents required for the crediting of the study results in accordance with the procedure established by higher education institution.

66. The selected higher education institution informs the student intending to change the study programme and /or the mode of studies about the consent or refusal to accept them no later than within 5 days from the submission of the application. The results of study programmes of the student changing the study programme or the study mode are credited, having assessed their

compliance with the formal requirements of the study programme (field of study, type of program, mode of studies, etc.) and subject matter (goals, content, scope, etc.).

67. Upon receiving the decision that s/he can study in another study programme and/or study mode at another higher education institution, the student changing the study programme and/or study mode, within 3 working days from the receipt of the decision, informs the higher education institution in which the student studies and indicates the reason for the termination of studies in this higher education institution – the change of the mode of studies and/or the study programme by changing the institution of higher education.

68. The change of a study programme by changing a higher education institution is formalized by signing a new learning agreement, without changing the higher education institution – by changing the existing agreement.

69. The higher education institution, in which the person will continue studies, within 5 working days after signing or changing the learning agreement, shall notify the Ministry of Education and Science of the Republic of Lithuania and indicate the year of accession of the person who has changed the study programme under which s/he studied and the study programme s/he is studying.

70. A student changing the study programme and/or study mode does not lose the remaining part of the financing of state studies but no bigger than the standard cost of the study programme:

70.1. if the cost of the desired study programme exceeds the cost of the programme changed, the cost of the former study programme is paid from the state budget of the Republic of Lithuania; in this case, the cost difference, from the beginning of the semester, is paid by the student changing the study programme;

70.2. A scholarship is remained for a student changing the study programme and/or study mode but no higher than the standard cost of study fees to be replaced by the study programme and / or study mode; if the scholarship for studies is lower than the study fee established by a higher education institution, the difference in the cost of studies, from the beginning of the semester, is paid by the student who is changing the study programme and/or the study mode;

70.3. if the cost of the study programme to be studied does not exceed the cost of the study programme being changed, the cost of the study programme established by the higher education institution is paid from the state budget of the Republic of Lithuania.

71. A student paying the fee of studies at college may state his/her wish to change a study programme or a study mode at any time of studies.

72. The term of liquidation of academic debts arising from the change of the study programme or the mode of studies is 31 August of the current year.

73. College students can simultaneously study at other higher education institutions and those of other higher education institutions may study at college.