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STUDY REGULATIONS OF ALYTAUS KOLEGIJA

CHAPTER I

PURPOSE OF STUDY REGULATIONS

1. The Study Regulations of Alytaus kolegija (hereinafter – college) establish the study system, conditions, procedure, rights and obligations of students and unclassified students and regulate their relations with the college.

CHAPTER II

DEFINITIONS USED IN THE STUDY REGULATIONS

Academic board (AB) – the highest institution of academic self-government of the college.

Academic failure – an exam that has not been taken or passed during the exam session, a credit, an unevaluated term paper project, practical training that has not been completed or defended.

Academic difference – the difference between a subject/module - the ratio of a part of a study programme completed by a person during previous studies and the study programme to which he or she is admitted to continue studies. Differences between subjects/modules are not considered academic failures.

Appeal – a written motivated request of an entrant, unclassified student or student to provide an opportunity to consider the admission procedures, the assessment and /or settlement procedures and study outcomes.

Higher college education – education acquired in Lithuanian higher education institutions after completion of college study programmes according to which a professional bachelor's qualification degree or a professional bachelor's qualification degree and professional qualification are awarded or recognized as equivalent by the authority.

Graduation thesis – a student's independently prepared research or project-type qualification work for evaluating study outcomes, analyzing a relevant topic.

Periods of study – student's learning according to a part of the study programme that provides knowledge and skills that are evaluated and confirmed by a certificate.

Course description – a document indicating the title of the subject, the volume of the study subject in credits and hours, (indicating the scope of contact and independent work in hours), the goal, links of the outcomes of the study programme, study subject outcomes, assessment criteria, the content of the study subject, the main and additional reference literature and the preparers.

Diploma – a document certifying the acquired professional bachelor's qualification degree and / or qualification, issued to a person who has completed a consecutive study programme.

Diploma supplement – a document corresponding to the model developed by the European Commission, the Council of Europe and UNESCO/CEPES, supplementing the higher education diploma with data necessary for international academic and professional recognition, describing the essence and content of completed studies and the country's higher education system and issued together with this diploma in Lithuanian and English.

Examination – form of assessment of the study subject outcomes.

Differentiated credit – assessment of a part of student's knowledge of the study subject in points..

Individual study plan – an individual plan based on a motivated request of a student, corresponding to his/her needs in which the arrangement of the study subjects, modules and assessment during the semester is determined. Individual study plans shall be approved by the dean of the faculty.

Contact work – a teacher's work according to the study schedule with students (lectures, laboratory work, seminars, exercises, consultations, etc.).

Unclassified student – a person studying individual subjects of college study programmes or studying according to a non-formal education programme.

Qualification examination – a form of assessment of study outcomes, which determines the level of acquired special professional skills in order to provide a certain qualification required for the implementation of the corresponding professional activity.

Normative cost of studies – the scope indicating the maximum scope of funds that is allocated from the state budget for the year to pay the tuition fee set by the higher education institution in the state-funded study place.

Professional bachelor – a qualification degree awarded to a person who has completed a consecutive college study programme, as well as a person holding a professional bachelor's degree.

Professional qualification – a certain level of knowledge and skills required to do a particular job.

Student – a person studying in a higher education institution within a study programme

Students' independent work – a search for scientific and methodological literature, its study, preparation for lectures, seminars, exercises, laboratory work, preparation of individual and / or team assignments, term papers, practice reports, final theses, etc.

Studies – learning in a higher education institution of a person who has completed no less than secondary education according to a certain study programme. Modes of studies:

– **full-time studies** – the main mode of studies organizing studies under all degree study programmes of all cycles. Theoretical and practical classes take place during daytime. Students do independent work after the lectures and report for it at the time appointed by the lecturer;

– **part-time studies** – the mode of studies, the duration of which according to the intensity of studies shall not be more than one and a half times longer than the duration of studies in the full-time mode. Theoretical, practical classes and knowledge tests are organized at least twice a year during sessions, on weekends or remotely.

Study subject – the smallest element of the study programme content.

Tuition fee – the amount paid by a student admitted to a place not funded by the state for one year of study.

Study credit – a unit of study subject volume which measures study outcomes and student's working time.

Study certificate – a document issued to a person about study outcomes.

Study programme – the set of study goals, content, methods and tools of a certain field, the academic and professional staff used for studies and the entirety of material resources.

Specialization of the study programme – a purposeful group of subjects of the special (professional) part of the study programme, reflecting the specific nature of the specialist's activity.

Study contract – a document signed by the authorized person of the college and the student which describes the obligations of the college to provide conditions for studying according to a certain study program or its part, sets out the requirements for the student, sets the tuition fee and payment procedure.

Study programme committee – a group of competent persons formed by the order of the director of the college to prepare and improve the study programme.

Other terms used in the Regulations correspond to the terms used in the Law on Science and Studies of the Republic of Lithuania, the Law on Education of the Republic of Lithuania and other legal acts

CHAPTER III

STUDENT ADMISSION

2. Persons with at least secondary education shall be admitted to the study programmes of the college in accordance with the contest procedure, taking into account the learning outcomes and other criteria established by the college.

3. Students who have taken a state-funded place by contest may study simultaneously in two study programmes of the same cycle by paying the full tuition fee for one study programme optionally. A student whose studies are state-funded in Lithuania in accordance with the procedure established by the Government of the Republic has the right to change the study programme in the same group of study fields after the end of the first semester without academic failures, without losing the remaining part of state funding.

4. The College accepts students whose studies are funded by the state or who are awarded a study scholarship as well as students who agree to pay the full tuition fee.

5. Students who agree to pay the full tuition fee pay the tuition fee approved by the college. The payment procedure is defined in the study contract. The tuition fee can be adjusted proportionally if, according to the procedure of recognition of the study results at Alytus College, the credits and results of the subjects (modules) studied at the college and/or other schools correspond to the part of the programme being studied.

6. The director of the college signs the approved form of study contracts with students, which defines the student's study conditions and the procedure, the scope of the tuition fee (for non-state-funded students) and the conditions for changing the nature of funding, etc.

7. The issue of returning students who have been removed from the study list shall be decided by the Study Centre in coordination with the dean of the faculty upon the proposal of the head of the department. Persons who have studied in other higher education institutions may continue their studies in the chosen study programme by recognizing the studied subjects (modules) of the programme according to the submitted study certificate or diploma supplement. Students who have returned or arrived from other higher education institutions to continue their studies must pay the tuition fee for the programme to which they return or arrive approved by the college.

8. Students are admitted to a higher year of studies in coordination with the dean of the faculty and the head of the department upon the proposal of the Study Centre, by the order of the director of the college. The order must indicate to which study programme and the year of studies the student is admitted and whether there are academic failures. If there are academic failures due to differences in study programmes, the terms of failure liquidation and the tuition fee for their liquidation shall be indicated. Differences in study programmes and the terms of failure liquidation shall be determined by the Study Centre.

9. In case of a difficult financial situation, issues regarding reduction of tuition fees or payment in installments are decided individually by way of exception by the decision of the director of the college.

10. Admittants to the college shall be admitted via general admission and direct admission. General admission to state-funded and non-state-funded study places is carried out in accordance with the procedure established by the Lithuanian Association of Higher Education Institutions for Organizing General Admission (LAMA BPO). Direct admission to non-state funded study places is carried out in accordance with the procedure and terms established by the college.

11. Admission to the college is carried out in accordance with the Rules of Student Admission to College

12. Citizens of foreign countries (non-nationals of European Union European Economic Area) are admitted to the college to study at their own expense, if international agreements or other legal acts do not provide otherwise in accordance with the Description of the Procedure for Admission of Foreign nationals (non-nationals of European Union and European Economic Area) to Alytaus kolegija.

13. Students intending to study according to non-formal adult education programmes or to study separate subjects of the study programme shall be admitted by the order of the director of the college

14. At the end of the admission of first-year students to the college, the Study Centre, taking into account the proposals of the heads of the departments, shall form their academic groups.

CHAPTER IV ORGANIZATION OF STUDIES

15. The college offers first cycle Professional Bachelor studies, Professional studies and periods of studies.

16. The language of instruction at the college is Lithuanian. It is possible to teach in other languages in the following cases:

16.1. the expected study outcomes are related to the knowledge of a foreign language ;

16.2. lectures or other academic activities are led by foreign lecturers;

16.3. foreign students study at the college according to a certain study programme;

16.4. studies are carried out according to joint study programs with foreign higher education institutions.

17. Studies are completed with a graduation thesis or a graduation thesis and a qualification examination.

18. Students must participate in practical classes, seminars and have practical training provided for in the study programme.

19. Students who resume studies after an academic leave of absence or a break in studies must register in the Study Centre by submitting an application.

20. A certificate of the approved form is issued to students who study separate subjects of college study programmes or who study according to non-formal education programmes and who have successfully completed their studies.

21. College studies take full-time and part-time modes. Descriptions of study modes are approved by the Minister of Education and Science.

22. The scope of studies is expressed in credits:

22.1. The usual scope of one year of full-time studies is 60 credits, but not less than 45 credits.

22.2. The scope of one year of part-time studies may be less than 45 study credits but their total duration may not be more than one and a half times longer than the duration of full-time studies.

23. The scope of study programs can be 180 and 210 credits. The scope and duration of studies are determined by the description of the study programme prepared in accordance with the descriptions of the respective field of study and other regulatory legal acts. The academic year consists of autumn and spring semesters. Each semester is completed with a 2-3 week examination session. Autumn semester studies begin on 1 September. Spring semester studies begin at the end of the autumn semester examination session.

24. The scope of professional studies is 60 study credits.

25. Only accredited study programmes are implemented at the college. External assessment and accreditation of ongoing study programs is performed in accordance with the procedure established by the Minister of Education and Science.

26. The study program is implemented through study subjects, the studies of which are completed by an examination or by the evaluation of the student's independent work (project), assigning it to an excellent, typical or threshold level of study achievements.

27. The study programme regulates the duration of studies, goals and study outcomes, subjects studied, the structure of the study programme, personnel, material resources and the process of studies.

28. Study programs may be interdisciplinary - intended to achieve linked study outcomes of two or more fields.

29. The intended study outcomes according to the respective study programme must correspond to the study outcomes established for the respective cycle in the descriptions of the study field (fields). Descriptions of study cycles and study fields are approved by the Minister of Education and Science.

30. The College may carry out joint college study programmes together with Lithuanian or foreign higher education institutions. Upon completion of these programs, a qualification (qualifications) or joint qualification degree (degrees) is awarded.

31. Credits acquired in other schools may be recognized at the college. Specific cases are examined and the resolution on credit recognition is made by the dean of the faculty, upon the proposal of the programme coordinator. The studied subject is recognized if its scope is at least two thirds of the scope of the study subject provided for in the study programme being studied or requested, corresponds to the outcomes of the study subject and the main parts of the subject content. The student's optional subjects are recognized according to the college list of optional subjects.

32. Students have the right to choose a specialization of the study programme before the beginning of the semester

33. The specialization of the study program shall be changed when the group for the selected specialization of the study programme (at least 8 students) is not formed.

34. Study programmes shall be adjusted in accordance with the approved procedure for preparation, supervision and renewal of study programmes.

35. During the first lecture the teacher of the subject provides students with a description of the subject and explains its content, scope, forms of study work, indicates the forms of knowledge and skills assessment during the semester and examination session, the structure of the assessment of study outcomes, assessment criteria and requirements as well as the list of reference literature.

CHAPTER V

ACADEMIC CALENDAR AND STUDY SCHEDULES

36. The academic calendar is drawn up for the academic year. It specifies the duration of semesters, the time of practical training and its completion, the periods of examinations and holidays and the preparation of final theses or final examinations, the duration and time of holiday according to the study programmes for the respective years of studies.. During the summer, students are granted an uninterrupted holiday time of at least one month.

37. The study schedule for each semester shall be drawn up taking into account the regulation of the working hours in the Labour Code. The titles of the subjects, the name and surname of the lecturer, the room and the time are indicated in the study schedule. The student schedule may not contain more than 8 academic hours in one day, except when longer duration is required for the specifics of a particular subject (module), but not more than 12 academic hours and not more than 10 academic hours on Saturdays.

38. Study schedules and the academic calendar are coordinated with the President of Alytaus kolegija Student Embassy (AKSA) and the deans of faculties, approved by the Deputy Director for Academic Affairs of the college and published on the website of the college.

39. The duration of the lecture is two academic hours (an academic hour is 45 minutes). At least 1 week after each semester shall be allotted for the examination session. Students shall be given at least 2 working days to prepare for each examination.

40. Contact work shall be organized in groups and subgroups. Consultations can be organized individually and for a group.

41. Introductory sessions and consultations shall be additionally organized for part-time students. During the academic year, at least two sessions are planned for part-time students. Upon students request, certificates of participation in the session shall be issued.

42. Large group lectures may be organized for theory, practice and consultations of certain subjects at the college.

CHAPTER VI

ASSESSMENT OF STUDY OUTCOMES AND ACADEMIC MOBILITY

43. Ways of assessment of learning outcomes are determined in study programmes. If the final assessment form of the subject is an examination (project), the learning outcomes are assessed during the examination session; if it is a differential credit (pass), it is assessed before the examination session. The examination with the tasks approved by the signature of the head of the department, the defence of a project and a differential credit (pass) are organized and the learning outcomes of the subject are assessed by the teacher who taught the course. The teacher allows a student to take an examination, a differential credit (pass) or defend a project only if during the semester the student accounted for all intermediary settlements/tasks. 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.

44. During a differential credit (pass), an examination or a project defence a student provides the teacher with a student's certificate.

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

46. The examination session is held at the time scheduled in the academic calendar. The schedule of examinations, agreed with the president of AKSA 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 (pass) and examinations 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 (pass) or examinations externally. The right to take credits (pass) and examinations externally is given by order of the director of the college. Written works of the examinations, projects, reports on practical training and course papers are stored in the department for one year.

49. Assessment grades of examinations, projects, practical training and course papers are written in the assessment sheet. Assessment is written in figures and words and is approved by the teacher's signature. The date is also written.

50. Teachers submit the examination assessment sheet to the Centre of Studies and inform students personally by their college e-mail no later than in five working days after the examination or project defence.

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

52. Heads of departments prepare and publicly announce the schedules of retaking project works, practice defence and examinations for full-time and part-time students, approved by the deputy director for academic affairs. They indicate specific retaking dates and deadlines. Teachers submit the retake sheet to the Centre of Studies and personally inform students by college e-mail about the assessment no later than within five working days after the examination, project or practice defence.

53. Defence of projects and retaking of the examinations 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 examination or to take a differential credit (pass) by paying a college-fixed fee and by submitting a debt sheet to the teacher. If the assessment is not received by August 31, the student, at his/her request, is left to repeat the course of unevaluated study subjects in the next academic year, after paying the tuition fee for the credits of each repeated subject. A debt sheet, which is valid for 14 calendar days, is issued to the student in the Centre of Studies. The student returns the debt sheet with the teacher's signature to the Centre of Studies before the end of the debt liquidation term.

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

55. A student who does not agree with the examination 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 verification of knowledge assessment.

56. A failed examination, 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 failure. In case a student falls ill during the semester, the examination session or the failure settlement period and provides a medical certificate within 5 days after the illness, the head of the Centre of Studies, in agreement with the head of the department, shall have the right to prolong the session or the failure settlement period for the number of days corresponding to the student's illness, but no longer than until 31 August. Final year students must settle their academic failures no later than until the beginning of preparation of the graduation thesis.

57. Students who have more than three academic failures 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 tuition fee for the credits of each course.

58. In case a student goes to study to other national or foreign higher education institutions (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 in agreement with the head of the department, the examination session can be prolonged.

59. Students, having coordinated the study content with the dean and the head of the department, may go to study to foreign or Lithuanian higher education institutions according to student exchange programs. The procedure of going shall be established by the order of the director of the college.

60. College director, deputy director for academic affairs, head of Study Quality Assurance Department, deans, heads of departments, and an AKSA representative authorized by students' president shall have the right to participate in the examination or other settlement.

61. For cheating, plagiarism and/or other kind of fraud, an academic failure of a subject is registered with the inscription "uncertified" in the assessment sheet. An exam, differential credit (pass) 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.

62. 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 failures.

63. 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 failures.

64. 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 failures by submitting a written application 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 recognition of the study results in accordance with the procedure established by higher education institution.

65. 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 partial results of study programmes of the student changing the study programme or the study mode are recognized, having assessed their compliance with the formal requirements of the study programme (field of study, type of programme, mode of studies, etc.) and subject matter (goals, content, scope, etc.).

66. 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.

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

68. The higher education institution, in which the person will continue studies, within 5 working days after signing or changing the study contract, 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

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

69.1. 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;

69.2. A scholarship is remained for a student changing the study programme and/or study mode but no higher than the normative 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;

69.3. 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.

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

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

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

CHAPTER VII

STUDENT DOCUMENTS

73. Each admitted student must obtain a Lithuanian student card.\

74. Upon settlement with the college, the student shall return the student card and settlement sheet with the College to the Study Centre.

75. A personal file is formed for each student. It contains the student's application, a copy of the general education school certificate and other documents submitted to the admission commission. All documents related to studies (orders, applications, etc.) shall be collected in this file.

76. The personal file of a graduate or delisted student shall be transferred to the archives of the college for safekeeping. In a personal file, the data is the object of legal protection and may not be used otherwise than established by the relevant laws of the RL.

77. Upon the students' requests, students are issued certificates of studies, implementation of the study programme, etc. All issued certificates and other documents shall be registered in the document issuance book.

78. All student data contained in a personal file shall be entered in the student register.

CHAPTER VIII

STUDENT RIGHTS AND OBLIGATIONS

79. The academic rights and obligations of students in the study process are regulated by the Law on Science and Studies of the Republic of Lithuania and the Statute of the College.

80. Students have the right to:

80.1. choose a study programme, an optional subject, a lecturer (when the same subject is taught by several lecturers), to choose a specialization of the study programme;

80.2. study according to more than one study programme or other study subjects at college or another higher education institution;

80.3. evaluate the quality of teaching and resources of the subjects studied, to submit proposals for the evaluation of study programmes and the quality of their implementation;

80.4. make proposals to the Study Programme Committee to include new subjects into the study programme and to include new specializations;

80.5. receive information related to studies;

80.6. settle for the work in alternative ways, if he/she has a disability due to which he/she cannot settle in accordance with the established procedure, and the alternative method of settlement ensures that the study outcomes will be achieved;

80.7. apply to the Appeal Commission concerning evaluation issues;

80.8. use auditoriums, libraries, centres, laboratories, other study equipment and facilities in accordance with the procedure established by the college;

80.9. terminate, interrupt and resume studies in accordance with the procedure established by the Study regulations:

80.9.1. terminate studies voluntarily by submitting a application to the director of the college; such students shall be removed from the college student list by order of the director of the college from the date specified in the application;

80.9.2. resume studies by submitting a application to the director of the college, in which he/she indicates the study programme, the academic unit of the college, the semester of commencement of studies, the mode of studies and information related to discontinued studies; the possibilities of satisfying the application must be examined by the administration of the academic unit, where the study programme desired by the person is carried out, within 15 working days; the person is informed about the decision taken orally or in writing (if the person so wishes); a study contract shall be concluded with the person who has resumed studies at the college, and his/her acceptance shall be formalized by an order of the director of the college; a person may not resume

studies in accordance with the study programme which has been deregistered from the Register of Studies, Training Programmes and Qualifications;

80.9.3. take academic leave of absence due to illness, on the recommendation of the doctor or doctors' advisory commission, or due to pregnancy and childbirth, childcare, as well as once during the study period for personal reasons, but not longer than one study year, without losing student status and the right to continue studies after the academic leave of absence to study at a state-funded place, if the student studied there before taking the academic leave of absence;

80.10. receive information related to studies (e.g., to get acquainted with the assessed material of tests, practical assignments, examinations and credit tests, etc.);

80.11. freely (but respecting the rights of other members of the academic community) express their thoughts and views and to exercise freedom of speech, studies, research, artistic activities, without violating the rights of other persons, laws of the Republic of Lithuania, other legal acts and the Statute;

80.12. participate in the activities of self-government of the governing bodies of the college;

80.13. elect a student representative body and be elected to it;

80.14. freely form clubs, societies, student public organizations and other associations, to participate in the activities of other public, cultural and political organizations that do not contradict the laws of the RL and the Statute of the College;

80.15. perform a voluntary practical training or internship that is not a part of the study programme;

80.16. perform compulsory initial military service in accordance with the procedure established by the Law on Military Service of the Republic of Lithuania;

80.17. receive social and study scholarships and incentives in accordance with the procedure and the cases established by the Law on Science and Studies and other legal acts

80.18. apply to the administration of the college to have the results of studies at the college or other higher education institution recognized;

80.19. apply to the Dispute Commission of the college concerning violation of their interests;

80.20. receive loans to pay for studies and to partially cover living expenses in accordance with the procedure established by the Government of the Republic of Lithuania;

80.21. submit written statements or complaints regarding violations of the rights listed in these Regulations and to receive a written reply from the director of the college or his/her authorized person within 30 days;

80.22. participate in college research, technical and creative activities;

80.23. participate in amateur and sports clubs;

80.24. have at least 8 weeks of holidays per year;

80.25. conclude agreements with future employers, to receive their scholarship, payment for a study place not funded by the state;

80.26. go to study at foreign higher education institutions or perform internships according to international student exchange programs;

80.27. study according to an individual study schedule when combining studies at several higher education institutions or working. An individual study schedule shall be prepared by the student and the teacher of the subject (module). The schedule shall be approved by the deputy director for academic affairs;

80.28. study according to the free study schedule, taking into account the marital status or other justifiable reasons. An individual study plan shall be provided to a student if he/she coordinates the procedure of assessment and assessment of learning achievements with the lecturers and commits himself/herself to attend practical training;

80.29. suggest a topic for his/her graduation thesis or select from several suggested topics;

80.30. retake the failed examination or credit test once free of charge;

80.31. students have the right to submit an application to the Study Centre for improvement of the assessments of three subjects (modules) during the study year (not during the current sessions), and if they want to retake more subjects (modules), a fee set by the college administration must be paid for each additional retaken subject (module).

81. Obligations of college students are as follows:

81.1. achieve the outcomes provided in the description of the study programme;

81.2. fulfil legal requirements of the lecturers and researchers of the college as well as decisions of self-governing institutions and the director of the college;

81.3. pay the tuition fee in accordance with the established procedure;

81.4. repay the granted loans in accordance with the procedure established in legal acts;

81.5. study systematically and diligently and develop their abilities;

81.6. respect members of the college community and adequately represent the college in public life;

81.7. cherish the resources and equipment of the college;

81.8. comply with the Law on Science and Studies of the Republic of Lithuania, the Statute of the College, the Study Regulation, the Code of Academic Ethics, other legal acts and the Rules of Internal Procedure.

CHAPTER IX

STUDENT INCENTIVES AND PENALTIES

82. Acknowledgements are expressed to students who have studied well, had high achievements in science, actively participated in public life of the college and sports events. The following disciplinary penalties are applied to those who violated the provisions of the Statute, the Study Regulations or the Code of Academic Ethics or the Internal Rules: an admonition, a reprimand, a severe reprimand, and expulsion from college.

83. A disciplinary penalty may be imposed upon written notification of the head of a division of the college or a lecturer. Penalties for violation of student duties shall be imposed by the director of the college upon proposal of the deans. The issue of imposing penalties shall be decided by the dean in the presence of the person who submitted a notification, the person concerned and a representative of AKSA. Information about penalties is recorded in the student's personal file. If, after the imposition of a disciplinary penalty, the student continues to violate the discipline, the disciplinary penalty may be imposed repeatedly. A disciplinary penalty shall be imposed no later than one month from the date on which the infringement became apparent. A student may be expelled from the college by the order of the director if he/she has grossly violated the Statute of the College and the Rules of Internal Procedure or did not comply with the requirements established in the study program.

84. If a disciplinary penalty is imposed on a member of AKSA, the consent of this representative body must be obtained, except in cases when a disciplinary penalty is imposed for non-compliance with the requirements of the study programme and the Study Regulations. In the absence of AKSA consent, a disciplinary penalty may be imposed by the resolution of the Academic Board of the College.

85. If, within one year from the date on which the disciplinary penalty was imposed, a new penalty has not been imposed on the student, it shall be considered that he or she has not had any penalties.

86. A disciplinary penalty may be appealed in accordance with the dispute resolution procedure established in the Statute.

87. A student shall be removed from the student list if he/she:

87.1. grossly violated the Statute of the College or the Rules of Internal Procedure;

87.2. does not fulfil the requirements set by the study programme ;

87.3. did not return from the academic leave or after a study break and did not submit an application to the Study Centre for the current semester;

87.4. may not continue studies due to a court judgment that has entered into force;

87.5. did not pay for studies within the time specified in the contract;

87.6. within one month from the start of the academic year did not start the studies without a justifiable cause.

CHAPTER X

SCHOLARSHIP AWARD PROCEDURE

88. In accordance with the college regulations for awarding scholarships and benefits students are granted incentive, orphan, mobility and sponsorship scholarships, one-time social benefits and bonuses.

89. College students who meet the criteria established by the Government of the Republic of Lithuania may receive social and study scholarships. Social and study scholarships are administered by the State Studies Foundation.

CHAPTER XI

ACADEMIC LEAVE OF ABSENCE OR BREAK IN STUDIES

90. Academic leave of absence shall be granted for illness, on the recommendation of the doctor or doctors' advisory commission, or for pregnancy and childbirth, childcare, as well as for personal reasons once during the study period but not longer than for one study year, without losing the status of a student and the right to continue studies in a state-funded place of study after academic leave of absence, if he/she studied there before taking academic leave of absence.

91. Academic leave of absence shall be calculated from the day of submission of the application and the supporting documents and shall be formalized by the order of the director of the college.

92. Students, by the order of the director of the college, shall be allowed to suspend their studies voluntarily. The student indicates the beginning of the resumption of studies in his/her application. A student studying in a state-funded study place is transferred to a non-state-funded study place after suspending his/her studies. It is possible to return to continue studies only to a place of study not funded by the state.

93. A student who has suspended studies or is on academic leave of absence shall remain in the same academic group in which he/she was before the suspension of studies or before the academic leave of absence until the end of the academic year. Upon transfer of the entire academic group to a higher year of studies, a suspended student or a student on academic leave of absence shall not be transferred.

94. If the study programme has changed during the academic leave of absence period, the differences in the study programme may be eliminated free of charge within one academic year from the resumption of studies.

95. If the study programme has changed during the period of suspension of studies, academic differences may be eliminated within one year from the resumption of studies by paying for the credits of the differences.

96. Upon the application of the unclassified student, by the order of the director of the college, the Study Centre, in coordination with the head of the department, may draw up an individual study plan for the unclassified student. The student pays the fee set by the college for studies according to the individual study plan.

CHAPTER XII

PAYMENT FOR STUDIES

97. The tuition fee is paid by college students admitted to places not funded by the state. The amount of the tuition fee depends on the study programme chosen and on the mode of studies. Upon a motivated request of a student, the director of the college may, on the proposal of the dean of the faculty, allow the payment of the tuition in instalments within the set deadlines, reduce it or exempt from the tuition fee.

98. The cost of studies is paid by students who:

98.1. return to continue their studies after delisting for academic failures or after suspension of studies;

98.2. are accepted to continue studies in the second or higher year of studies from other higher education institutions;

98.3. after rotation, have been transferred to a not state-funded place;

98.4. repeat the course of all subjects in the semester.

99. The tuition fee is paid:

99.1. 0.5 BSB for retaking study subjects in order to improve subject assessment ;

99.2. for repetition of practical training, subject course, depending on the number of credits;

99.3. 0.5 BSB for retaking an academic failure for the second time;

99.4. for liquidation of differences that have arisen in study programmes, depending on the number of credits;

99.5. for repeating the course of separate subjects of the study programme, depending on the number of credits;

99.6. for repeated preparation and defence of the graduation thesis or retaking the final examination, depending on the number of credits.

100. A person who has studied at a state-funded place and has been expelled from the college or has terminated his/her studies must return the funds paid for his/ her studies to the state budget in accordance with the description of the procedure for returning the state budget funds of the Republic of Lithuania intended for the payment of the cost of studies in state-funded study places or a part thereof to the state budget of the Republic of Lithuania approved by the Government of the Republic of Lithuania.

CHAPTER XIII COMPLETION OF COLLEGE STUDIES

101. The right to defend the final thesis or to take a qualification examination is granted to a student who has fulfilled all the requirements of the study programme. The defence of the final theses and the qualification examination is evaluated by the qualification commission approved by the order of the director of the college.

102. The graduation of the college shall be approved by a form of a document established by the State – a diploma of Professional Bachelor. Together with the Professional Bachelor's diploma, an supplement is issued, in which all the studied subjects, their volumes in credits and assessments, the topic of the graduation thesis, the assessment of the final work and/or the qualification examination are indicated. By the order of the director of the college, a Professional Bachelor's degree and a professional qualification are awarded. A document certifying the completion of studies is issued only when the student fully finishes clearance procedures with the college.

103. A diploma with honours is awarded to a graduate whose evaluation of subjects and the graduation thesis or the graduation thesis and the qualification examination are attributed to an excellent level of study achievements.

104. For students who for important reasons did not pass the qualification examination or did not defend the graduation thesis upon the proposal of the dean of the faculty, by the order of the director of the college an additional meeting of the Qualification Commission may be organized or by order of the director of the college a qualification examination or the defence of the graduation thesis may be postponed until the next meeting of the Qualification Commission. The student must inform the Study Centre and the dean of the faculty about the reason for non-attendance in advance or on the same day of the examination or defence. The application and the documents proving the reason for absence must be submitted by the student on the next working day.

105. At his/her request, an academic certificate shall be issued to a student who has not fulfilled all the requirements of the study programme. An academic transcript is issued to a student who has been removed from the student list.

106. A person who damaged, lost or was otherwise deprived of an educational document (diploma and/or its supplement) shall submit a request to the director of the college to

issue a duplicate, indicating the name and year of issue of the lost educational document or by submitting a damaged educational document. A person shall pay a fee in the amount approved by the order of the director of the college for the issuance of a duplicate of the diploma and/or its supplement.

CHAPTER XIV
FINAL PROVISIONS

107. The College Study Regulations, its amendments and supplements shall be approved by the Academic Board.

108. The study regulations of the College shall come into force from the date of adoption of the resolution of the Academic Board.

