



APPROVED

Order No. 5 of 30 January 2015

of the Rector of Kazimieras Simonavičius University

KAZIMIERAS SIMONAVIČIUS UNIVERSITY
PROCEDURE FOR THE ORGANISATION OF EXAMINATION SESSIONS AND THE
EVALUATION OF LEARNING OUTCOMES

- 1.The present procedure for the organisation of examination session at Kazimieras Simonavičius University (hereinafter – the University) shall apply to the autumn and the spring examination sessions of full-time and part-time studies.
- 2.The responsibility for the drawing up of examination schedules lies with the coordinators of full-time and part-time studies. The examination schedules are approved by the Vice-Rector of the University.
- 3.The schedule for the examination session of full-time and part-time studies must be published not later than within one month to the beginning of the examination session.
- 4.The schedules of the examination session are published in the notice board and the internet website of the University.
- 5.For the purpose of the preparation for an examination students of the **full-time study form** are allocated not less than 3 calendar days, and for a credit – not less than one calendar day. In one day a student may take one examination only, and not more than two credits.
- 6.Students of the **full-time session and part-time study forms** take examinations on Fridays, Saturdays and Sundays. In one day a student may take one examination only, and not more than two credits.
- 7.Any amendments to the examination session schedule are effective only when approved by the Vice-Rector.
- 8.Eligible to take examinations are only the students who have paid for the studies and fulfilled the tasks required for the accumulation of the cumulative evaluation specified by the teacher and the documents

of the subject/module. The scheme of the examination and credit session at the KSU is presented in Annex 1.

9. The evaluation of a study subject is based on the principle of a cumulative score. 45 % of the final score of a study subject are represented by the evaluation of the student's performance at lectures and seminars, i.e. the evaluation of his project, a written paper, interim accounting, etc. (hereinafter – a cumulative evaluation or CE).
10. The form of the cumulative evaluation, i.e. the relevant requirements, number and methods of accounting, accounting dates, the percentage share of the accounting, are defined in the description of every subject drawn up by the teachers and submitted to students at the time of the first workshop in connection with the other information required to be submitted about the study subject.
11. The teacher of a subject is required to provide the mandatory written information about the study subject at the very first class, and communicate the information to students in electronic form or through the *Moodle* study system. The mandatory information includes:
 - 11.1. a definition of the objective and the tasks of the subject, the manner of presentation of the targeted study outcomes;
 - 11.2. a presentation of the themes of the classes (lectures, workshops, etc.);
 - 11.3. a calendar plan of the classes;
 - 11.4. a list of mandatory and additional study literature. (The list must specify the scope of the mandatory literature, and indicate where the required sources may be obtained);
 - 11.5. identification of the evaluation form (cumulative evaluation and a credit, an examination, an examination and a course paper, etc.), and the percentage shares of the final evaluation;
 - 11.6. an identification and the definition of the form for the cumulative evaluation, the scope of the homework throughout the course, the number of tests, colloquiums, written (verbal) or other accounting exercises constituting a cumulative score, the exact dates and the form of accounting, a percentage share of each accounting within the cumulative score;
 - 11.7. instructions as to the attendance requirements with respect to the subject.
12. The students who for no plausible reason fail to account for the cumulative score or for part of the cumulative score, i.e. do not submit the accounting papers by the date and the hour set by the teacher, lose their right to repeatedly account for the interim task in the course of the delivery of the subject, or receive a cumulative score or part thereof.
13. A student may be allowed to repeatedly account for his interim tasks, where the student has missed the time limits for the interim accounting because of an illness (with the doctor's certificate) or bereavement. In that case the student is required to file an application to the Studies division.

14. The students whose cumulative score is equal to a zero, i.e. the students has failed to account for a single task constituting the cumulative score, shall not be permitted to take the examination, and considered to have an academic debt. The student is provided a possibility to repeatedly and on an individual basis account for his interim assignments and receive the interim evaluation having paid the additional fee of EUR 100.00 (LTL 3452.28) established by the KSU. The student shall be allowed to take the examination only after the student has completely accounted for all interim assignments and has received an accumulative score.
15. The attendance of classes by students studying under the full-time study form is mandatory. Where the students fail to comply with the attendance requirements the teacher shall have a right to provide for additional assignments or sanctions to be imposed upon the student (the related information is provided to students at the introductory lecture).
16. Results of the studies are evaluated according to the Procedure for the evaluation of the learning outcomes of the University studies. The evaluation scores shall be entered into the evaluation sheet (score values: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10; *įsk.* (credited), *neįsk.* (not credited), P - did not arrive, NK – the student was not allowed to take examination/credit, because of the failure to accumulate the cumulative score, N – not evaluated because of cheating, K – the student is repeating the course, A – the subject crediting procedure (in the manner set forth by the University) was performed, where the student had graduated from another higher school and has produced an official academic certificate of the other higher school on the positive evaluation of the specific subject (not less than 5 points), provided the programme of the subject and the number of credits correspond to the requirements of the programme at the University). Both positive and negative evaluation scores are entered into the examination sheet. In case the student does not arrive to the examination, the score or the "P" letter shall be entered into the examination sheet. Where during the examination a student is noticed to have been copying or otherwise behaving dishonestly, no score, but only the letter "N" is entered in the examination sheet. Where for the same student group the same study subject/module is taught by two or more teachers, the examination sheet shall be filled in by the teacher of the final accounting by the student.
17. The teacher of the study subject/module shall enter the results of the examination/credit into the data base within 3 working days.
18. The examination may be carried out in writing, or in writing and orally. The duration of the final accounting for a study subject may not be more than 3 academic hours. Students have a right to examine their corrected papers and file appeals in case they do not agree with the evaluation of the paper. The appeals are examined in accordance with the Regulations of the Examination Appeal Commission of the University.
19. A failed examination/credit may not be retaken in the course of the same examination session.

20. Students are allowed to repeatedly take an examination/credit awarded a positive score in the course of subsequent sessions together with other students accounting for the same subject.
- 20.1. When retaking an examination/credit the student must obtain an examination retaking sheet for which the student is charged an established retaking fee.
- 20.2. For the purpose of student rotation, account is taken of the first positive score obtained by the student, rather than the score awarded for the repeated examination.
21. Where a student for plausible reasons is not able to take an examination during the examination session, a new term for taking the examination is set by an Order of the Vice-Rector.
22. An examination or another accounting failed by the student within the time set by the schedule (or a negative score, or where the student does not take an examination/credit) is considered to be an academic debt*.
23. Students having academic debts must retake the relevant examinations or credits before the end of the next examination session. Students are allowed to retake an examination once at no charge in the course of the examination session, and twice for a charge until the end of the next examination session. (For example, if the academic debt was recorded during the autumn examination session of 2014, the debt may be eliminated until the end of the spring examination session of 2015). The charge for the retaking of the examination for the first time is EUR 34.75 (LTL 120), for the second retaking – EUR 99.92 (LTL 345), or as provided for in the Special Part of the Studies Agreement.
24. The division coordinators shall publish the dates for the first retaking of examinations and credits in the notice board and the internet website of the University, the dates for the second and the third retake are agreed on an individual basis. When retaking an examination or a credit on a charged basis the student shall pay a retaking fee and obtain an examination retaking sheet. Students are admitted to retake an examination or a credit only provided they hold an examination retaking sheet.
25. Upon the end of the current semester students having more than three academic debts are removed from the list of students, or are retained to repeat the subjects at which they failed having paid the course repeat fee.
26. Upon the end of the current semester students having no more than three academic debts may continue their studies together with their group, and must eliminate their academic debts until the end of the next examination session. Students who have failed to eliminate their academic debts by the end of the next examination session are removed from the list of students, or are retained to repeat the subjects at which they failed having paid the course repeat fee.
27. The results of the repeat examinations shall be published not later than on the third day following the examination.

28. Upon arrival to take an examination or a credit students are required to hold personal identity documents. The teacher allows the student to take the examination or the credit only provided the student produces such document.

29. The present Procedure, its amendments or supplements are approved by an Order of the Rector of the University.

30. The Procedure for the organisation of examination sessions shall come into force as of 1 February 2015.

* **Note** A failed project (paper) and the examination not taken from the same subject shall be considered to constitute one academic debt.