

*APPROVED by resolution No. 2 of the
Academic Council of Kazimieras
Simonavičius University of 27
September 2012*



**Kazimiero Simonavičiaus
UNIVERSITETAS**

REGULATIONS OF KAZIMIERAS SIMONAVIČIUS UNIVERSITY STUDIES

I. PURPOSE OF THE REGULATIONS

1. These regulations determine the system of studies at Kazimieras Simonavičius University (hereinafter the University), general arrangements of admission to the studies and the organization of studies, rights and obligations of students and listeners, and govern their relations with the University.

II. SYSTEM OF STUDIES

Cycles and forms of studies

2. The University offers degree and non-degree studies and other studies (bridging, partial, informal).

3. Degree cycles of studies include:

3.1. The first cycle – bachelor studies.

3.2. The second cycle – master studies.

3.3. Integrated studies include studies comprising the first and the second cycles for a master's degree.

3.4. The third cycle PhD studies.

4. Degree studies include:

4.1. full-time studies;

4.2. part-time studies.

5. Education acquired by different forms of studies is equivalent.

Scope and duration of studies

6. The scope and duration of studies is calculated in the credits of studies measuring the learning outcomes and the student workload. Credit of studies is a measurement unit of the scope of studies, corresponding to 25-30 hours of student's work in the classroom and/or independent work.

7. The scope of bachelor studies is at least 210 credits and no more than 240 credits.

8. The scope of master studies is no less than 90 credits and no more than 120 credits.

9. The scope of integrated studies is at least 300 credits and no more than 360 credits.

10. The scope of PhD studies (excluding the research work) is at least 30 credits.

11. The scope of bridging studies is no less than 60 credits and no more than 90 credits, depending on whether or not the studies of the second cycle after the bridging studies belong

to the same or a different field of studies (group of fields) than the first cycle of studies graduated before these studies.

12. University listeners can choose the duration and scope of studies at their discretion.

13. The usual volume of full-time studies is 60 credits (1,600 hours) during the academic year. The student has the right to choose a full-time scope, but it may not be less than 45 credits (of 1,200 hours) during the academic year.

14. The usual volume of part-time studies is 45 credits (of 1,200 hours) during the academic year. The student has the right to choose a different scope of part-time studies, but their duration during the period of studies may not be less than 30 credits (800 hours) during the academic year.

15. The volume of studies in the credits of studies, and the usual duration in years according to the forms of studies is indicated in the programmes of studies.

Programmes of studies

16. Studies at the University take place in accordance with the programmes of studies approved by the Academic Council of the University and registered in accordance with the laws of the Republic of Lithuania.

17. Programme of studies is a whole of the content of studies in a certain field, methods and academic and professional staff for the studies, and it's description.

18. The structure, content and scope of the programme of studies (in credits) is the same for all forms of studies, although the duration of studies according to it, and methods of studies may vary.

19. The University offers the programmes of studies of the first, second cycle, integrated studies and the third cycle programmes.

20. Programmes of studies consist of the subjects of studies. Subject of studies is a separate area of the content of studies in terms of research or applied aspects.

21. By the status in the programme of studies, subjects can be compulsory, elective or free-choice:

21.1 Compulsory subjects of studies include the general university subjects and subjects in the field of studies, necessary to achieve the learning outcomes provided in the programme of studies.

21.2 Elective subject include the general university subjects and subjects in the field of studies which in turn of the learning outcomes provided in the programme of studies can be substituted with each other, and are freely chosen by students or listeners from the exhaustive list provided in the programme of studies.

21.3 The first cycle one field programmes of studies and the programmes of integrated studies offer the students and listeners to choose the subjects taught at the University or other recognized higher schools. These subjects are called free-choice.

22. Subjects in the programmes of studies are arranged by semesters, indicating their volume in credits. Studies of each subject generally end with an examination.

23. The working hours of the student in each subject of studies are divided into contact and independent work hours:

23.1 Contact work includes teacher-led studies. It may include lectures, seminars, exercises, laboratory work, assessment tests, consultations etc. Contact work can be remote (carried out using electronic means of studies):

23.1.1 In the first cycle of studies the contact work must include at least 20 per cent of the programme of studies, and the work with direct involvement of teachers and students (non-remote contact work) – no less than 10 per cent of the scope of the programme of studies;

23.1.2 In the second cycle and in non-degree studies the contact work must include at least 10 per cent of the programme of studies, and the work with direct involvement of

teachers and students (non-remote contact work) – no less than 5 per cent of the scope of the programme of studies.

23.2. Individual work includes the studies of educational, scientific and methodical literature, student work in groups not managed directly by teachers, in laboratories, preparation of research work, implementation of projects and other independent activities of the student enabling the development of general and specific competencies provided in the programme of studies.

24. During the accreditation period of the first cycle and integrated programme of studies 20 per cent, and during the accreditation period of the second cycle of the programme of studies 30 per cent of the subjects in the main field of studies indicated in the program description can be replaced by the decision of the Academic Council of the University. The changes are published on the University's website.

First cycle programmes of studies

25. The programmes of the first cycle of studies may be of one or two fields – the main field and the minor field chosen by the student:

25.1 The programme of the main field of studies is a major part of the programme of two fields of studies designed for the studies of subjects in the field of studies for which the qualification degree is awarded. Completion of the main field of the programme of studies enables the graduates to start work according to the awarded qualifications. The student accepted to the main field programme of studies has the right combine this program with any other programme of studies in the minor field (branch) offered by the University.

25.2 The programme of studies of the minor field is the minor part of the programme of two fields of studies designed for the studies of subjects other than the field of study offering the qualification degree. Completion of the minor (branch) programme of studies enables to start the studies in the same or higher cycle in the field of studies in which the minor studies are completed.

26. The usual scope of the university programmes of studies of the first cycle awarding the bachelor degree in the field (branch) is between 210 to 240 credits, including:

26.1 at least 165 credits must consist of the subjects in the field of studies;

26.2 at least 15 credits must consist of the general university subjects;

26.3 no more than 60 credits may consist of the subjects offered by the University and chosen by the student for deeper specialisation in the same field (branch), or a module (s) of other field (branch) or a subject (subjects), or general university subjects, practice as well as subjects of studies freely chosen by the student.

27. The description of programmes of studies of two fields of the first cycle offering the bachelor qualifications in the major and minor field (branch) indicates the options for choosing the minor degree programmes of studies. Requirements for implementation of the studies in the minor field (branch) of studies are approved by the Academic Council of the University.

28. The scope of the programme of university studies of the first cycle inside link to the double bachelor degree of the main field (branch) of studies and the minor field (branch) of studies (hereinafter the double bachelor's degree), must be 240 credits, including:

28.1. 165 credits from the subjects of the main field of studies;

28.2. 60 credits from the subjects of the minor field of studies;

28.3. 15 credits from the general university subjects of studies.

29. The process of studies that the University can be organised in such a way that students can acquire bachelor degrees in two different fields by studying in parallel under the two programmes of studies. In this case, the total volume of other programmes of studies must be at least 300 credits, of which at least 165 credits must consist of the subjects in the

field of studies, and the subjects in the second field of studies not coinciding with them must comprise at least 135 credits, if other subjects of both fields of studies coincide.

30. Graduates of the programme of university studies of the first cycle are awarded the qualification bachelor's degree in that field (branch).

31. Upon completion of the studies in two fields – the major field and the minor field chosen by the student, the qualification of bachelor degree in the major field (branch) and in the minor field (branch) is awarded.

32. Upon completion of the main programmes of studies of different fields (branches), bachelor degrees into different fields (branches) are awarded.

Second cycle programmes of studies

33. The second cycle programmes of studies are designed to prepare students for independent research work or other activities requiring scientific knowledge and skills for their analysis and application. Individual is graduating the second cycle programmes of studies are awarded their qualification master degree in that field (branch).

34. The scope of the programme of studies is no less than 90 credits and no more than 120 credits of studies. Of them:

34.1. at least 60 credits must include the field subjects which, in terms of content, must be of qualitatively higher problem or innovation scientific level, compared to the underlying subjects of the first cycle of studies in the corresponding field of studies;

34.2. no more than 30 credits may include the subjects offered by the University and selected by the student, depending on the nature of the programme of studies, for preparation of the PhD studies (research work (work of art)), practical work (professional practice) or subjects of other field, for the programmes of studies for which the objectives are related with interdisciplinary studies as well as studies of general university subjects and subjects freely chosen by the student, necessary for the achievement of the goals of the programme of studies;

34.3. at least 30 credits are used for preparation and the defence of the final work, or for the final work and final examination (final examinations, if they are determined by the legislation of the Republic of Lithuania or international legislation).

35. Subjects of the second cycle programme of studies are more complex in quality terms, and more focused on the innovations of professional practice based on science and scientific knowledge, compared to the subjects of the first cycle of studies. Depending on the nature of the programme of studies, subjects of the second cycle of studies may be designed for direct preparation for the research work, professional activities or for expanding knowledge of other fields, in the case of interdisciplinary program of studies.

Studies of the third cycle

36. The purpose of the third cycle of studies (PhD studies) is to train scientists capable of working independently in scientific research and experimental development areas (social, cultural) and solve scientific problems.

37. PhD studies means the whole of the content, resurgent experimental (social, cultural) development work, methods and material resources in the field of science or interdisciplinary PhD studies and the academic and professional staff involved for the performance of PhD studies. Joint PhD studies means the PhD studies organised jointly by Lithuanian and (or) foreign universities and (or) research institutes.

38. PhD studies include studies, development of special, adaptable skills, targeted research, preparation of thesis, and other activities.

Bridging studies

39. Bridging studies are designed for individuals whose higher education is not sufficient for the second field of studies in the preferred field (branch). Bridging studies are organized in the following cases:

39.1 when an individual has completed non-university studies;

39.2 when the selected field of master studies does not correspond with the major or minor field of the University first cycle studies completed by the individual.

40. The list of bridging study subjects and content of studies is established by the University. During these studies, the student must acquire competencies necessary for successful master studies, but not granted during the first cycle of studies:

40.1. when the candidate's selected field of master studies and the field of his graduated first cycle of studies belonged to the same area of the field of studies, the scope of bridging studies may not exceed 60 credits of studies;

40.2. when the candidate's selected field of master studies belongs to a group for the field of studies different than his completed field of the first cycle studies, the scope of bridging studies may not exceed 90 credits of studies;

40.3. if the candidate for master studies lacks more skills and knowledge than can be provided by the bridging studies, he must acquire this knowledge and skills by studying according to the University programme of studies of the first cycle.

41. The University may impose additional requirements (both permanent and temporary) for individuals admitted to all or some of the programmes of studies: a minimum graduation level of the first cycle of studies (minimum point average of all or some of the grades), necessary scientific or professional work experience and other academic, competence or professional requirements. Admission is carried out according to the selection criteria and priorities announced in advance.

Joint programmes of studies

43. Joint programme of studies is a programme of studies developed and delivered together by at least two higher education institutions (hereinafter the high schools partners).

44. Joint qualification degree is a qualification degree awarded after completion of a joint programme of studies; the joint qualification degree may be double, awarded when the joint programme of studies, in addition to the requirements for the major field of studies, meets the minimum requirements for another field of studies.

45. The main purpose of the joint programme of studies is to offer opportunities for students to acquire more knowledge, skills and experience than could be offered by the programme of studies delivered by a single institution. The joint programme of studies is developed and performed with a foreign high school (s) in order to offer the opportunity for students of different countries, and for the teachers to study together, and to deliver knowledge in a different cultural and academic environment. The joint programme of studies should promote academic mobility and enable students to take over the good experience of studies of different countries or higher schools. The joint programme of studies is developed and implemented in order to ensure the continuous improvement of the quality of studies in higher schools, to facilitate the diploma recognition procedures, to pursue the transparency and consistency of higher education systems in different countries, to promote international inter-institutional, interdisciplinary cooperation, to expand employment opportunities for graduates in Lithuania and abroad.

46. At least 40 per cent of the volume of the programme of studies must be delivered on the basis of academic mobility (of which no more than 10 per cent can be comprised of virtual mobility).

47. The final work and (or) the examination evaluation commission must include the representatives from all partnering higher schools delivering the joint qualification degree.

48. Studies under the joint programme of studies are completed by the award of the joint qualification degree in accordance with the procedures agreed by the partnering higher schools. An individual who has completed the joint programme of studies of different countries, is issued one diploma certified the qualification degree granted by higher partner schools or two or more national diplomas certifying the qualification degree, issued by two or more higher partner schools and in accordance with the legislation of the country of each partnering higher school. The diploma is issued together with the supplement which, if issued in Lithuania, is completed in Lithuanian and English, as well, at the agreement of the higher partner schools, may be completed in other foreign language (s).

49. An individual who has completed only the joint programme of studies delivered by Lithuanian higher schools is issued one documents certifying the higher education qualification.

Distant studies

50. University studies can be organized remotely or partially remotely, using the electronic learning environment.

50.1 Distance learning is a method of studies based on the use of modern information communication technologies when the teacher and the student are separated in terms of space and (or) time.

50.2 Open distance learning is a system of partial studies according to which the University listeners are accepted for studies or modules of different subjects, all for improvement of qualification in the electronic learning environment. Groups can be organised for the studies of different subjects, or listeners can study individually.

50.3 Electronic learning environment is the University environment of studies based on the information and communication technologies and the Internet.

Partial studies

51. Partial studies means students learning according to part of the programme of studies in the same or different higher school of Lithuania or another state. Outcomes of partial studies are evaluated and approved by a certificate.

52. Promoting the internationalization of education, advanced students having no academic debts can be sent to periods of study to higher schools of other countries and Lithuania according to international, inter-departmental, inter-university and other cooperation agreements and student exchange programmes, based on the conditions of cooperation agreements or student exchange programmes, or for partial studies is freely moving students to independently selected a recognized institution of higher learning. Students of recognized higher schools of other countries can complete part of the programmes of studies at the University according to student exchange programmes, cooperation agreements, or as freely moving students.

53. The total duration of studies and other high schools may not exceed 50 per cent of the total duration of the study programme, unless differently provided in the legislation or agreements.

54. Students leaving for all types of periods of studies must sign a tripartite agreement of periods of study with the University and the accepting higher school, in which they agree about the content and volume of part of the curriculum corresponding to the area and cycle of studies.

55. All students of partial studies must deliver the tests in the accepting higher school. Successfully completed partial studies at the University are credited without any limitations unless violations of the tripartite agreement of partial studies are found.

56. International mobility of students for partial on exchange programmes or according to cross-border, inter-departmental, inter-university and other cooperation agreements is organized by the University administration, on the basis of student exchange programmes and conditions of cooperation agreements.

57. During partial studies in another higher education institution the financing of studies at the University does not change until the information is received about the outcomes of studies at the other university.

58. Upon independently choosing another higher school, freely moving students must pay all of the costs of their partial studies in another higher school, travel and living expenses in a foreign country.

Non-degree programmes of studies

59. Non-degree programmes of studies are assigned for acquiring the University or independent preparation of practical activities, in accordance with the cases and procedures established by the Government or its authorised institution.

60. The scope of programmes of non-degree studies (except for the residency studies) is no less than 30 credits and no more than 120 credits.

61. Professional qualification is granted after completion of the non-degree studies.

Continuing education

62. Part-time training is organized for individuals seeking to improve their qualifications, to re-train, to develop professional skills.

63. The qualification certificate is issued upon completion of part-time training programmes.

III. ADMISSION OF STUDENTS AND LISTENERS TO THE UNIVERSITY

64. Student is the individual who has signed an agreement of studies with the University, included in the register of students of the University and studying according to the programmes of studies or PhD programmes.

65. A listener is a person studying according to informal education programmes or separate subjects of studies (groups thereof).

66. University students and listeners are admitted by the Rector.

67. The admission procedures and the numbers are approved by the Academic Council. Student admission is organized and conducted by the Admission Commission appointed by the Rector.

68. Students with at least secondary or equivalent education are admitted to the first cycle and integrated studies according to competition procedures.

69. Persons after graduating the university studies of the first cycle or the first cycle and/or bridging studies are admitted to the studies of the second cycle according to competition procedures.

70. Persons with master (the second cycle or integrated studies) or equivalent qualification degree are admitted to the third cycle studies according to competition procedures

71. Agreements of studies in the form approved by the University are signed with enrolled students and listeners. The agreements of studies establish the basic conditions of studies at the University and obligations of both parties.

IV. PROCESS OF STUDIES

General provisions for the organisation of studies

72. Studies and continuing training are planned, organised and conducted by the University faculties, institutes, departments and centres.

73. Studies are conducted at the University in the Lithuanian language. Lectures may be delivered in other languages when:

73.1 Contents of the programme of studies is associated with a different language.

73.2. Study subjects are taught by teachers from foreign higher education institutions.

73.3 Studies are conducted according to joint programmes of studies or programmes of studies after completion of which a qualification degree is awarded.

73.4 Studies are conducted according to the programmes of studies designed for the studies of other countries or in case of exchange of studies.

74. Studies are organized according to the timetables of studies. Timetables of studies are drawn for semesters according to the programmes of studies. Timetables indicate the forms of contact work, time, duration and location.

75. Timetables of studies are prepared in accordance with the consistency of the sequence of the subjects (modules) of studies in accordance with the logic of a programme of studies and relations between subjects.

76. Students are required to study in accordance with the requirements of the program subjects (modules).

77. During the first lecture the subject (module) teacher provides a detailed subject (module) curriculum to the students, indicating the forms of assessment of knowledge and skills during the semester, examinations, evaluation criteria and assessment test requirements.

78. Timetables of studies are prepared by responsible employees.

79. Timetables of studies are approved by the Vice-Rector of the University.

Academic calendar

80. The academic year at the University begins on 1 September, ends on 31 August, including holidays.

81. The academic year is divided into semesters and holiday periods. Generally, the academic year consists of two semesters: autumn and spring. If necessary, the summer semester can also be organised.

82. At the University students can begin their studies in the autumn semester, on September 1, all in the spring semester, starting on February 1.

83. The calendar duration of the autumn and spring semesters is 20 weeks.

84. Lectures during the semester for students studying in:

84.1 full-time studies, last full 16 weeks and 4 weeks are used for the session.

84.2 lectures in part-time form:

84.2.1 on weekends, using 8 weekends for lectures and 4 weekends for the examination session;

84.2.2 in the form of a session when the semester contains 3–5 intensive lecture sessions with a duration of 2-5 days, and the examination session.

85. Full-time students have Christmas and Easter holidays and holidays after the autumn semester examination session. During the summer, students have at least one month of continuous holidays.

86. The academic calendar is made for the academic year and announced on the University website in the beginning of the academic year.

Plans of students studying according to individual plans, and plans of listeners

87. Individuals who have graduated, studied or studying in Lithuanian or foreign institutions of higher education according to the programmes of higher studies, and willing to study at the University, their outcomes of studies can be included in accordance with the legislation governing the procedures of inclusion of the outcomes of studies.

88. Individuals whose part of the subjects in the chosen programme of studies are included, have the right to study according to the individual plan of studies at the University, and complete their studies faster.

89. Following the timetable of studies, the programmes of studies and requirements for these studies, each semester students and listeners can choose to study according to individual plans of studies.

90. In drafting the individual study plans, students and listeners must comply with the following requirements:

90.1 the scope of subjects in full-time form selected by students of listeners studying according to the individual plan of studies during the semester must be no less than 22.5 and no more than 37.5 credits. The average scope of the full-time form of studies must be no less than 45 and no more than 60 credits;

90.2 the scope of subjects in part-time form selected by students of listeners studying according to the individual plan of studies during the semester must be no less than 15 and no more than 30 credits. The average scope of the part-time form of studies must be no less than 30 and no more than 45 credits.

91. Drafting of individual plans for students and listeners, depending on the department of studies, is coordinated by the full-time studies department or part-time studies department and approved by the Vice-Rector of the University.

Assessment of the study outcomes

92. Course evaluation is of the evaluation of the knowledge in the subject studied by the student carried on by the subject teacher or a specialist commission appointed by the manager of the department. Positive evaluations are 5-10, negative evaluations are 1-4 points.

93. The main form of evaluation is an examination. First parts of the part-time studies can be evaluated by credits.

94. The University applies a range of evaluation forms of studies, depending on the field of the subject of studies, or peculiarities of the methods of studies. The final evaluation of the subject can be a cumulative or a composite mark, the composition of which is calculated according to the proportions provided in the description of the subject.

95. Plans of studies include credits, examinations and defence of course papers organised during the session.

96. Timetables of examinations and other assessment tests are announced no later than one month before the start of the session.

97. Examinations and credit tests are conducted in writing or orally.

98. Examination and course credit works and essays are stored for two months after the publication of the final outcomes of studies.

99. Outcomes of studies are evaluated by the subject teacher (s), the teacher (s) leading the studies or a team of specialist of the field including the subject teacher (s), the teacher (s) leading the studies. If the subject teacher (s), the teacher (s) leading the studies cannot evaluate the outcomes of studies because of illness or other important reasons, the vice-rector of the University must designate another teacher of the field or form a specialist commission.

100. At the end of the session, the students having academic debts may retake them (if they have received a negative evaluation). They also may take (if not taken during the session): examinations, credits, and defend the term papers.

101. A student who does not agree with the evaluation of the examination (credit), no later than within three working days after the date of announcement of the evaluation of the

examination (credit), and in the cases of violations of the procedures of examinations (credits), or defence of final work – no later than on the next working day after the date of the examination (credit), has a right to the appeal to the University examination board of appeals with a motivated letter.

Academic debts

102. Academic debt means the examination of other assessments does not have in the time specified in the timetable of studies or other time.

103. A student who has failed the examination (or the assessment test, or credit) is entitled to retake the assessment test once free of charge.

104. After the end of the session, coordinators of divisions must announce two repeated dates for retaking credits and examinations on the notice board and on the Internet webpage. Students who did not attend the first or the second retaking of examinations and credits, are marked with the letter “P” which means that the retake took place but the student did not attend it.

105. No Rector's permission is required for retaking credits and examinations.

106. After the repeated examinations and credits the students having more than three academic debts (examination, credit), are expelled from the lists of students or left to retake the course (or semester) from the beginning of the semester in the next year in the same procedure as students paying partial price of studies for the studies in that semester.

107. Listeners of bridging studies can enrol to the chosen programmer of master studies only having successfully passed all assessments tests with positive evaluations, for the number of credits specified in the approved plans of bridging studies.

Records of studies

108. The main records of studies are electronic and paper sheets.

109. Records of studies are carried out by the University administration. Records of studies are completed by the teacher assessing the learning outcomes (chairman of the evaluation commission).

110. At the request of students, employees of the departments of studies issue academic certificates about subjects studied at the University.

Final thesis

111. Defending the final thesis, or (and) taking the final examinations is allowed only after completing all the requirements of the programme of studies.

112. Final theses, examinations are defended and passed in the commission drafted by the order of the University rector, at the time specified in the order.

V. ACADEMIC MOBILITY

113. A student may change the form of studies of his programme of studies (from full-time to part-time and vice versa).

114. In order to change the form of studies, the student must have no outstanding financial debts for the period studied.

115. The University students can listen certain subjects of the programme of studies in other state recognised universities, according to the procedure specified by the University, and students of other state recognised universities can listen certain subjects of the programme of studies at Kazimieras Simonavičius University.

116. The student can change one chosen programme of studies to the other, if he has essentially completed the requirements of the first semester of the new programme of studies of the first cycle, or the first semester of the new programme of studies of the second cycle.

117. Requirements of the corresponding part of the programme are considered to be essentially met if the amount of subjects (modules) not studied (examinations or credits not passed) is no more than 2 subjects/15 credits. Such differences in the programmes can be bridged within one year. These differences are not considered to be academic debts.

118. It is not allowed to change the program without completing the studies of the first semester.

119. The change of the programme of studies is formalised by terminating the current agreement of studies and signing a new agreement of studies.

VI. FINANCING OF STUDIES

120. Depending on the nature of funding, the University students can study:

120.1 in state-funded places of studies (students enrolled in 2009–2011);

120.2 in places of studies funded by the state scholarship (students enrolled from 2012);

120.3 in paid places of studies.

121. Students admitted to the integrated studies and the first cycle studies funded by the state in 2009–2011 are rotated every year or every semester by reviewing the academic results. The student loses state funding, if his average is more than 20 per cent lower than the overall course average.

122. Students who have enrolled to the places funded with a state scholarship at the University are rotated every one year, or every semester, by reviewing the academic results of students. The student loses the state scholarship, if his studies average is lower than the course average.

123. Having been deprived of the state funding, students may continue studies in the places not subsidised by the state.

124. The free places subsidised by the state can be occupied by other students not funded by the state having the best studies achievements.

125. Losing the state funding because of poor academic achievements as well as transferred to the free places funded by the state and compensation of the price paid for the studies is performed in accordance with the University procedures.

VII. SUSPENSION, TERMINATION AND RENEWAL OF STUDIES

126. Studies are terminated:

126.1. at the end of the agreement of studies;

126.2. at the request of the student;

126.3. upon failing to return from academic leave;

126.4. when four of the object of reasons studies are not possible.

127. Students are expelled from the University:

127.1. due to academic failure;

127.2. because of failure to perform financial obligations to the University;

127.3. due to the failure to register oneself after suspension or academic leave or suspension of studies;

127.4. for serious breaches of academic ethics, as set out in the Code of Ethics of the University.

128. With a permit of the Vice Rector of the University the student may suspend their studies for a maximum of one year.

129. Students temporarily unable to continue their studies due to illness, pregnancy or child care, upon submission of documentary evidence, are the academic leave.

130. Academic leave is granted for the following period:
- 130.1. because of illness – up to two years;
 - 130.2. for pregnancy and infant care – for the statutory period of time, but no longer than four three years.
131. Academic leave is granted by the Vice-Rector of the University.
132. Students are expelled from the lists by the Rector.
133. Upon submission of application to the Vice-Rector of the University, studies are resumed from the date indicated in the order signed by the Vice-Rector.

VIII. COMPLETION OF STUDIES

134. A person graduating from the University studies is a person who has fulfilled all programme requirements.

135. Final course students of the first, second cycle and integrated studies defend final theses and pass final examinations (as determined by regulatory legal acts). Procedure of organization of final examinations and preparation and defence of final work, and of the conditions are specified in the procedure for the organisation of the final examinations and defence of the master diploma work.

136. Minutes of the meetings of the commissions of final examinations and final work evaluation are issued. Minutes of the meetings and sheets of the commissions of final examinations and final work evaluation are signed by the chairman of the commission, commission members and the secretary.

137. Minutes and sheets are stored in the archive of the University.

138. After graduation of the degree studies, the individual is issued a university education document:

138.1. for graduates of the first cycle of studies, a diploma and supplement certifying the bachelor degree in the field of studies, and the diploma and supplement certifying the bachelor degree in the major field of studies and in the minor field of studies;

138.2. After graduation of a second cycle and integrated studies – a diploma and a supplement certifying the master degree in the field of studies;

138.3 graduates of PhD after defending the thesis are issued a PhD degree and a diploma of a PhD degree.

138.4 An individual who has completed the joint programme of studies of different countries, is issued one document certifying the qualification of higher education granted by higher partner schools or two or more national documents certifying the qualification degree, issued by two or more higher partner schools and in accordance with the legislation of the country of each partnering higher school. An individual who has completed only the joint programme of studies delivered by Lithuanian higher schools, is issued one documents certifying the higher education qualification.

139. A diploma and a supplement are issued to the graduates only after full settlement with the University in accordance with the established procedure.

140. Students and listeners who studied individual subjects or groups of subjects, after completion of bridging courses, are issued certificates indicating all passed subjects, their scope and evaluation. After the issue of certificates individuals are withdrawn from the lists of students or listeners.

141. Graduates of non-degree programmes of studies are issued a certificate.

142. Students and listeners who studied selected subjects at the University but have failed to complete the entire program, are issued academic certificates according to a specified procedures, listing all passed subjects, their scope and evaluations.

IX. ASSURANCE OF THE QUALITY OF STUDIES

143. According to the provisions of the Standards and Guidelines for Quality Assurance in the European Higher Education, best practices of Lithuania and universities worldwide, the University develops modern quality culture, implements and improves the internal system for the assurance of the quality of studies.

144. Provisions of the internal quality assurance of the University studies are as follows:

144.1 Quality assurance policies and procedures. The University develops and implements the quality assurance policies and operating procedures to help ensure the quality of studies. The University highly values the importance of quality and quality assurance, by creating and developing the quality improvement strategy.

144.2 Approval, monitoring and periodical assessment of programmes of studies and awarded qualifications. The University has validated the procedure for approval, monitoring and periodic assessment of the programmes of studies and qualifications.

144.3 Assessment of study outcomes. Academic results of students and listeners are evaluated using the criteria, methods and procedures specified in the published methodology.

144.4 Assurance of competence and performance of teachers. The University ensures that the faculty is qualified and competent to teach.

144.5 Learning resources and student support. The University ensures that the resources necessary for students and listeners of each programme of studies are adequate and sufficient.

144.6 Information systems. The University ensures the collection, analysis and use of appropriate information to help effectively manage the programmes of studies and learning activities.

144.7 Public awareness. The University constantly publishes up-to-date and unbiased quantitative and qualitative information about the programmes of studies and qualifications awarded.

145. Individual quality indicators of the university studies are specified by the University legislation.

146. The University implements the internal quality assurance system of studies, based on the division of responsibility for the quality of studies.

X. STUDENT RIGHTS AND DUTIES, PENALTIES

147. The students have the right:

147.1. to gain the education of the programme of studies specified in the agreement of studies, in compliance with the scope and quality standards referred to in the Statute of the University and the laws of the Republic of Lithuania;

147.2. according to the procedure specified in this regulations, can study the programmes of studies according to individual study plans; participate in academic exchanges; discontinue and resume their studies; change the personalisation, form and timetable of studies according to specified procedures;

147.3. use the training methodical and scientific literature and information resources available at the University for the performance of the programme of studies; University facilities are used for studies, cultural life, health and recreation, and the library.

147.4. to use the freedom of academic thought and word, express their ideas and beliefs of all scientific, social and cultural issues, as far as it does not contradict to the laws of the Republic of Lithuania and the normative acts of the University;

147.5. obtain information related with the studies, to evaluate the programmes of studies, the process of studies and performance of teachers;

147.6. according to a procedure specified in these regulations, to appeal assessments of studies and decisions of the University administration to the corresponding dispute committees, and obtain the answer within the deadlines provided in the regulations;

147.7. to join Student Representation Office and other student organisations, and to be elected to their management bodies; to participate in activities of other social, cultural and

political organizations not contrary to the laws of the Republic of Lithuania and the Statute of Kazimieras Simonavičius University;

148. Students and listeners must:

148.1. comply with the requirements of the programme of studies and the agreement of studies;

148.2. comply with these regulations, the University Statute and other documents to burning the studies and the internal life of the University, and the laws of the Republic of Lithuania;

148.3. to comply with the decisions of the University and departments of studies;

148.4. after graduation, to return all books to the library and other belongings to University divisions and the Student Representation Office.

148.5. to comply with the general rules of morality and academic ethics.

XI. STUDENT INCENTIVES AND PENALTIES

150. Students distinguished in the academic, creative, social life of the University may be awarded incentives, and students violating these regulations and other legislation of the University and/or the academic ethical rules, may be imposed penalties.

151. Students and listeners may be granted the following incentives:

151.1. approbation;

151.2. commendation;

151.3. diploma certifying achievements of science and creativity;

151.4. gift,

151.5. scholarship.

152. Students may be imposed the following penalties:

152.1. reprimand;

152.2. strict reprimand;

152.3. expulsion from the University.

153. Students are expelled from the University by the Rector. Other penalties and incentives are applied by the academic department managers or by the Rector.

154. A student who does not agree with the penalty or incentive is entitled to apply in writing to the dispute commission within three days from the announcement of the penalty or incentive.

XII. ENTRY INTO FORCE OF THE REGULATIONS

155. These Regulations shall enter into force from 27 September 2012.
