



APPROVED

Order No. 7 of 4 January 2021

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 Director of Study Development Department. The examination schedules are approved by the 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 on the website of the University.
5. For the purpose of the preparation for an examination students of the **full-time study form** are given not less than 3 calendar days, and for a course credit test – not less than one calendar day. In one day, a student may take one examination only, and not more than two course credit tests.
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 course credit tests.
7. Students of the **full-time online study forms** take examinations on Mondays - Sundays. In one day, a student may take one examination only, and not more than two course credit tests.
8. Any amendments to the examination session schedule are effective only when approved by the Rector.

9. To take examinations is eligible only to the students who have paid for the studies, fulfilled the tasks required for the accumulation of the cumulative evaluation specified by the teacher and the documents of the subject/module and have gained at least 5 points (out of 10 possible) for it. The scheme of the examination and course credit tests session at the KSU is presented in Annex 1.
10. 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 workshops, i.e. the evaluation of his/her project, a written paper, interim assignment, etc. (hereinafter – a cumulative evaluation or CE).
11. The form of the cumulative evaluation, i.e. the relevant requirements, number and methods of assignments, dates of assignments, the percentage share of the assignments, are defined in the description of every subject drawn up by the teachers and submitted to students at the time of the first lecture in connection with the other information required to be submitted about the study subject.
12. The teacher of a subject is requested to provide the mandatory written information about the study subject, and at the very first class upload it on the *Moodle* study system. The mandatory information includes:
 - 12.1. a presentation of the aim and objectives of the subject and the intended learning outcomes;
 - 12.2. a presentation of the themes of the classes (lectures, workshops, etc.);
 - 12.3. a schedule of the lectures;
 - 12.4. a list of mandatory and additional study literature. (The list must specify the scope of the mandatory literature, and indicate where the required sources might be obtained);
 - 12.5. identification of the evaluation form (cumulative evaluation and a course credit test, an examination, an examination and a course paper, etc.), and the percentage shares of the final evaluation;
 - 12.6. 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 assignments constituting a cumulative score, the exact dates and the form of assignments, a percentage share of each assignment within the cumulative score;

- 12.7. indication of attendance requirements with respect to the subject.
13. The students who for no justifiable reason fail to complete assignments for the cumulative score or for part of the cumulative score, i.e. do not submit the assignment papers by the date and the hour set by the teacher, lose their right to repeatedly submit the assignment papers in the course of the delivery of the subject, or receive a cumulative score or part thereof.
14. A student might be allowed to repeatedly submit the assignment papers for his interim tasks, if the student has missed the deadline for the interim assignment because of an illness (with the doctor's certificate) or bereavement. In such case the student is requested to submit the application together with supporting documents to the Study Development Division.
15. The teacher of the study subject must enter the results of the cumulative evaluation gained by the students into the University study information system within three calendar days after the last lecture, but not later than three working days before the examination/ course credit test of the study subject.
16. A student who has not gained a minimum cumulative evaluation score of 5 points during the semester while completing the study tasks of the subject, shall not be allowed to take the examination, and considered to have an academic debt. The student is given a possibility to repeatedly and on an individual basis submit his/her interim assignments and receive the interim evaluation having paid an additional fee set by KSU, which is equal to 100 EUR if the language of instruction in the study programme is Lithuanian, or 150 EUR if the language of instruction in the study programme is English. The student shall be allowed to take the examination only if a minimum cumulative evaluation score of 5 points is gained.
17. The requirements for attendance of study subject classes are determined by the subject teacher and the students are informed about them during the introductory lecture. If the students fail to comply with the attendance requirements the teacher shall have the right to give additional assignments or sanctions to be imposed upon the student (the related information is provided to students during the introductory lecture).
18. Results of the studies are evaluated according to the Procedure for the evaluation of the learning outcomes of the University studies. Assessments are entered into the University study information system (score values: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10; *isk.* (credited), *neisk.* (not credited), N/A - absent). If the same study subject/module for the same student group is taught by two or more teachers, the examination sheet shall be filled in by the teacher who gives the final

assignment to the students.

19. The teacher of the study subject/module shall enter the results of the examination/course credit test into the University study information system within 3 working days.
20. In order to pass the study subject, the student must receive a positive assessment (at least 5 points) for his/her examination/course credit test.
21. The examination might be carried out in written, or in written and orally. The duration of the final assignment for a study subject might not be longer than 3 academic hours. Students have a right to get acquainted with their papers corrected and submit the appeal 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.
22. A passed examination/course credit test might not be retaken in the course of the same examination session.
23. Students are allowed to repeatedly take an examination/course credit test awarded a positive score in the course of the next sessions together with other students taking examination for the same subject.
 - 23.1. If retaking an examination/ course credit test the student must obtain an examination retaking-sheet for which the student is charged a fixed retaking fee.
 - 23.2. For the purpose of student rotation, the first positive score obtained by the student is calculated rather than the score awarded for the repeated examination.
24. If a student for justifiable reasons is not able to take an examination during the examination session, a new date for taking the examination is set by an Order of the Rector.
25. An examination or another assignment failed by the student within the time set by the schedule (or a negative score, or when the student does not take an examination/course credit test) is considered as an academic debt.
26. Students having academic debts must retake the relevant examinations or course credit tests 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 spring examination session of 2021, the debt might be eliminated until the end of the autumn examination session of 2021). The charge for the retaking of the examination for the first time and for the second retaking are specified in the Special Part of the Studies Agreement.

27. The study coordinators shall publish the dates for the first retaking of examinations and course credit tests on the notice board and the 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 course credit test 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 course credit test only after providing their examination retaking sheet.
28. 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 which they failed only after having paid the course repeat fee.
29. 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 which they failed only after having paid the course repeat fee.
30. The results of the repeat examinations shall be published not later than on the third day following the examination.
31. Upon arrival to take an examination or a course credit test or upon taking them remotely students are requested to hold personal identity documents. The teacher allows the student to take the examination or the course credit test only when the student provides the document mentioned above.
32. The present Procedure, its amendments or supplements are approved by an Order of the Rector of the University.
33. The Procedure for the organisation of examination sessions shall come into force as of 1 February 2021.

Annex 1. THE SCHEME OF THE EXAMINATION AND COURSE CREDIT TESTS SESSION

