

APPROVED
by Order No V-019 of the Rector of
Kazimieras Simonavicius University
of 21 August 2024

REGULATIONS OF STUDIES AT KAZIMIERAS SIMONAVICIUS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. The Regulations of Studies at Kazimieras Simonavicius University (“Regulations”) lays down the rules for the system of organisation of studies and activities related to studies of Kazimieras Simonavicius University (“University”).

2. Studies and activities related to studies at the University shall be organised in accordance with the Constitution of the Republic of Lithuania, the Law on Higher Education and Research of the Republic of Lithuania (“LHER”), the Statutes of the University, other legal acts of the Republic of Lithuania and the University, and the Regulations.

3. Higher education shall be based on the following principles:

- 3.1. academic freedom and autonomy;
- 3.2. academic ethics;
- 3.3. openness and responsibility to the public;
- 3.4. cooperation of members of the academic community;
- 3.5. personal interest of students and unclassified students (“students”);
- 3.6. undertaking to develop social responsibility of members of the academic community;
- 3.7. fair competition of higher education institutions and students;
- 3.8. priority for Lithuanian studies;
- 3.9. European humanistic and democratic tradition;
- 3.10. participation in global and European educational processes;
- 3.11. compatibility with the provisions of the European higher education area;
- 3.12. striving for continuous learning;
- 3.13. integration into the sustainable development of the State and society.

4. The following terms are used in these Regulations:

4.1. *Studies* means studying of a person, who has completed at least his secondary education, in a higher education institution according to a certain study programme.

4.2. *Activities related to studies* means announcement of admission to study, consultation about studies, conclusion of contracts concerning studies and other activities necessary to carry out and/or organise studies, as well as issuing of diplomas, the diploma supplement (addendum), certificates attesting to a higher education qualification.

4.3. Other terms correspond to the terms used in the LHER and other legal acts of the Republic of Lithuania.

CHAPTER II SYSTEM OF HIGHER EDUCATION

5. The University offers studies by cycles.

6. At the University, studies may be carried out in full-time and part-time forms, which may be partly carried out at a distance using electronic means of communication and information systems. Studies completed in different study forms are equivalent.

7. Studies shall be carried out in accordance with study programmes, the scope of which is determined by study credits, which are used to calculate the average workload of the student required to achieve the learning outcomes. The structure, content, and scope of the study programme in terms of study credits is the same for all study forms, although the duration of the study programme and the means of study (methods) may vary.

8. Study programmes consist of study subjects taught in Lithuanian and/or foreign languages. The student's workload of each study subject is divided into contact hours and hours of independent work.

8.1. Contact hours mean teaching staff-led studies (e.g. lectures, seminars, accounting consultation).

8.2. Hours of independent work mean the study of educational, scientific and methodological literature, the work of students in groups and laboratories not directly supervised by the teaching staff, the development of research papers, the implementation of projects, and other autonomous activities of the student, which enable him/her to demonstrate the general and specific learning outcomes provided for in the relevant study programme (knowledge and their application; the ability to carry out research; social abilities; personal abilities; special abilities).

9. The University students may also study pursuant to an individual plan of studies in compliance with the procedure laid down by the University.

10. The University students may study according to more than one study programme or other study subjects at the University or another higher education institution.

11. The procedure for the organisation of joint study programmes and activities related to such studies shall be established by an order of the University Rector.

CHAPTER III ADMISSION OF APPLICANTS

12. The admission procedure shall be published on the University's website in Lithuanian and foreign languages by 1 December each year, at least 6 months before the beginning of admission to the University.

13. Admission to the University shall be granted by order of the University Rector.

14. Contracts concerning studies shall be concluded with persons admitted to the University in accordance with the Standard Terms and Conditions of the Study Contract approved by the Minister of Education, Science and Sport. The template of the study contract shall be approved by

order of the University Rector. The University Rector or a University employee authorised by the University Rector shall sign study contracts with applicants.

15. Students must:

- 15.1. achieve the results set out in the study programme description;
- 15.2. adhere to the Code of Academic Ethics adopted by the University;
- 15.3. observe the LHER, the Statutes of the University and other legal acts;
- 15.4. comply with contractual obligations.

CHAPTER IV STUDY CALENDAR

16. The academic year starts on 1 September and ends on 31 August. During the study year, students shall be granted at least one month's uninterrupted leave in July and August each year. Students can start their studies at the University from the Autumn semester starting on 1 September or the Spring semester starting on 1 February.

17. The calendar duration of the Autumn and Spring semesters is 20 weeks. The study calendar shall be established for the academic year and shall be published on the University's website no later than two months before the beginning of the academic year.

CHAPTER V INDIVIDUAL PLAN OF STUDIES

18. Persons who have graduated from, studied, or are studying in higher education institutions in Lithuania or foreign countries under higher education study programmes or partial studies and/or seeking recognition of competences acquired through non-formal and informal learning and wish to study at the University may have their learning outcomes accredited in accordance with the University's legal acts regulating the procedure for accreditation and recognition of learning outcomes.

19. In accordance with the timetable of classes, the requirements of the study programmes and these Regulations, students may choose to study each semester according to individual plans of studies.

20. Individual plans of studies shall be based on one of the following principles:

20.1. Persons who have been awarded accreditation for part of the subjects of their chosen study programme may simultaneously study the remaining subjects of the current semester and the subjects of the following semester and complete them.

20.2. Persons who have been awarded accreditation for part of the subjects in their chosen study programme may only study and complete the remaining subjects in the current semester.

20.3. Persons who have accreditation for subjects and/or academic debts from previous semesters may concurrently study the subjects of the current semester of study and the repeated subjects of the previous semester if these subjects are taught at the University in that semester and complete them.

21. To study according to an individual plan of studies, the University students shall submit an application to the Head of Studies Department. The Head of Studies Department shall appoint a member of staff to draw up an individual plan of studies and submit it to the University Vice-Rector for approval before the beginning of the next semester, except in cases where students start their studies at another time.

CHAPTER VI TEACHING

22. The teaching staff shall be guaranteed academic freedom which encompasses:

22.1. the freedom of thought, the freedom of expression;

22.2. the freedom to choose methods of and access to pedagogical activities, which is in conformity with the recognised principles of ethics.

23. The teaching staff shall have the right to:

23.1. use of academic freedom and act in compliance with the University Code of Academic Ethics;

23.2. independently publish their scientific works;

23.3. require students to behave honestly during classes and accounting and, in the event of dishonesty, take proportionate measures;

23.4. exercise the other rights set out in the Statutes of the University and in the employment contracts.

24. The teaching staff must:

24.1. actively acquire and develop the knowledge and skills necessary for teaching;

24.2. conduct classes and make accounting in accordance with the University's procedures;

24.3. participate in research and development with students;

24.4. actively contribute to the quality of studies at the University;

24.5. carry out the duties set out in the Statutes of the University, other legal acts, and employment contracts.

25. The list of rights and duties of teaching staff referred to in points 23 and 24 of the Regulations is not exhaustive. Teaching staff may also carry out other administrative and academic activities in accordance with the requirements of their post.

26. During the first lecture, the teaching staff of the subject must provide the students with a description of the study subject in the University's online educational platform *Moodle* and explain it in detail, as well as inform them about the conditions for the accounting for the study subject (e.g., the conditions for attendance at classes, accounting for late assignments for the cumulative grade).

27. Students with disabilities or special needs who wish to collect a cumulative grade in an alternative way that ensures the achievement of the learning outcomes must inform the Head of the Studies Department of their disabilities or special needs before the start of the semester or beginning of the study subject, provide supporting documents and, if available, medical/specialist recommendations. The staff of Studies Department organises the implementation of the medical/specialist recommendations (if provided by the student) during the classes.

28. Distance learning shall be organised and conducted in accordance with the procedures established by the University. If the class is conducted remotely, the teaching staff must make a video recording of the class and store it in the University's online educational platform *Moodle*. A class video recording must be available to students before the start of the accounting period.

CHAPTER VII ACCOUNTING

29. Students are allowed to take part in the final accounting (exam, credit test) only if they have fully or partially fulfilled the requirements of the relevant study subject (cumulative grade). Students are allowed to take the final exam and defend their final thesis only if they have fulfilled the requirements of the relevant study programme and met their financial obligations.

30. Students may account for assignments, study subject by alternative means if they have disabilities or special needs that prevents them from accounting in accordance with the procedures established by the University, and the alternative method of accounting ensures that the learning outcomes will be achieved, and that academic integrity will be ensured. To use the alternative method of accounting, such students must inform the Head of Studies Department in advance (at least 5 working days before the start of the accounting) of their disabilities or special needs, show supporting documents and provide, if available, medical/specialist recommendations. The staff of Studies Department organises the implementation of the medical/specialist recommendations (if provided by the student) during the accounting.

31. Students have the right to retake an exam or a credit test once free of charge during the retake session. Students who have failed to account for the final exams and/or defence of their final theses may once retake the final exams and/or redefend the final thesis in accordance with the procedures established by the University.

32. For students who do not attend the final accounting without an objective reason, the non-accounted study subject during the final accounting session shall be considered an academic debt.

33. For students who have provided Studies Department with documents justifying objective reasons (e.g. illness, bereavement of a relative, business trip, call into military service), the non-accounted study subject during the final accounting session shall not be considered an academic debt. Such students shall account for the study subjects once free of charge during the retake session.

34. Students may submit cumulative grade assignments to the teaching staff of the study subject during the final accounting session (if the student has not submitted any cumulative grade assignments and with the prior agreement of Students may submit cumulative grade assignments to the course lecturer during the final examination session (if the student has not submitted any cumulative grade assignments and with the prior agreement of the course lecturer), but may not take the final examination for that course during the final examination session) but may not account for the study subject during the final accounting session. Such students, if they account for at least some assignments for the cumulative grade, may take the final accounting (other than final exams,

final theses) only during the retake session, and if they fail the final accounting, they may retake it free of charge using self-learning mode.

35. Academic debts must be cleared within the next (one) semester. Students have the right to account for academic debts (except final exams, final theses) once for a fee. The accounting for academic debts shall be coordinated by the students with Studies Department and the teaching staff of the study subject. At least one (1) working day before the date of accounting for academic debts, students must pay the fee set by the University and submit a document confirming it to Studies Department. Studies Department shall provide the teaching staff of the study subject with information on students who may participate in the accounting of academic debts by means of electronic communications.

36. A student who has no more than three academic debts and who has benefited from free and paid retakes, but has not cleared the academic debts, may apply to Studies Department for permission to repeatedly study the subjects.

36.1. Repeated study of subjects is subject to a fee in accordance with the procedure laid down in the study contract.

36.2. The cumulative grade shall be reassessed at the time of the repeated study of subjects.

37. Students with four or more academic debts shall be excluded from the University's list of students.

38. A student who disagrees with the final accounting of a study subject or the procedures for the final accounting of the study subject or the defence of the final thesis shall have the right to apply in a reasoned written statement to the University Dispute Settlement Commission no later than 5 working days from the date of publication of the final accounting of the study subject or the date of the final accounting of the study subject or the defence of the final thesis.

39. The grades of final exams and credit tests (final accounting), the grades of the final thesis defence shall not be subject to appeal at the University.

CHAPTER VIII ASSESSMENT OF LEARNING OUTCOMES

40. Each study subject culminates in an assessment of learning outcomes. The main method of assessing the learning outcomes is an exam. The University uses a variety of methods and forms for assessing the learning outcomes, depending on the field of study, methods of study and other features of the studies. Distance learning shall be organised and conducted in accordance with the procedures established by the University.

41. Assessment of the study subject means an assessment of the student's achieved learning outcomes, consisting of a cumulative grade (4.5 mark) and a final grade (5.5 mark). Positive grades are from 5 to 10 marks or a passed credit test, negative grades are from 1 to 4 marks, or no credit test passed. If the student does not attend the assessment, he/she will be marked as "absent".

42. The teaching staff of the study subject shall keep the written exam papers of the study subjects and, if available, their records for two weeks after the publication of their results.

43. The teaching staff or the learning outcomes assessment commission shall fill in the electronic study subject (retake) accounting sheets in the University's information system within five calendar days from the date of the exams.

44. A student has the right to choose a teaching staff if several members of teaching staff provide the same study subject. The assessment of the student's learning outcomes is usually carried out by the teaching staff who teaches the study subject. When for an objective reason (after the head of the academic unit has accepted the teaching staff's withdrawal due to a conflict of interest; in the case of a protocol decision of the University's Dispute Settlement Commission; due to the teaching staff's illness) the member of the teaching staff who has been teaching the study subject is unable to assess the learning outcomes achieved by the student, the University Vice-Rector shall assign another teaching staff.

45. Students who have fulfilled all the requirements of the study programme shall be allowed to take the final exam and/or defend their final thesis by the order of the University Rector.

46. Students may propose their own thesis topic or choose from a list of topics proposed by the University's academic units.

47. Final theses shall be defended, and final exams shall be held by a commission established and approved by order of the University Rector and in accordance with the procedures established by the University.

48. The final exam commission and the final thesis defence commission shall complete the minutes and submit them to Studies Department within two calendar days from the date of the final exam and the defence of the final thesis.

CHAPTER IX DRAWING UP AND PUBLISHING TIMETABLES

49. Studies shall be organised in accordance with the timetables for classes, sessions, final exams, and the defence of final theses.

49.1. Class timetables shall be drawn up on a semester-by-semester basis, according to study programmes. They are approved by the Head of Studies Department. Class timetables shall be published at least 10 calendar days before the beginning of the semester in the University's information system and on its website. Timetables shall indicate the title of the study subject, its time, duration and place or mode.

49.2. Session timetables shall allow three calendar days for the preparation and sitting of each exam in a study subject, and two calendar days for the preparation and sitting of each credit test in a study subject, unless a group of students submits a written request. Session timetables shall be approved by the Head of Studies Department. They shall be published at least one month before the start of the session in the University's information system and on its website. Session timetables shall indicate the title of the study subject, time, duration and place or mode of its exam.

49.3. Retake session timetable shall be drawn up in accordance with the procedure for the drawing up and approval of session timetables. It shall be published together with the session

timetable at least one month before the start of the session in the University's information system and on its website.

49.4. Six calendar days shall be set aside for the preparation and sitting of each final exam. The timetables of final exams shall be published in the University's information system and on its website no later than two weeks before the start of the final exams. The timetables of final exams shall be approved by the Head of Studies Department. Timetables of final exams shall indicate the title of the study subject, its time, duration and place or mode.

49.5. The timetables for the defence of final theses shall be published in the University's information system and on its website no later than six (6) weeks before the start of the defence of final theses. The timetables for the defence of final theses shall be approved by the Head of Studies Department. Timetables of final exams shall indicate time, duration and place or mode of the defence of final theses.

CHAPTER X CONSULTATION

50. The University students are consulted by the University's Studies Department on matters related to activities related to their studies, and by heads of academic departments and teaching staff on matters related to studies. The University teaching staff shall be consulted by the University's Studies Department on matters related to their studies, by the heads of academic departments on matters related to activities related to studies, and by heads of academic departments, the Committees for Programmes of the Relevant Group of Study Fields on matters related to studies.

51. The University's administrative staff shall provide consultations during the their working hours, excluding public holidays, and University staff holidays. The University teaching staff provides consultation at the times they specify.

52. The consultation may be oral (on-site or online) if it can be given immediately or written within five (5) working days.

CHAPTER XI HANDLING INQUIRIES AND REPORTS

53. The University shall consider inquiries and reports from students if they are submitted from a student e-mail account administered by the University (*name.surname@stud.ksu.lt*) or through the e-delivery system (<https://epristatymas.lt/>) and received to e-mail *ksu@ksu.lt* in the following ways:

- 53.1. signed and scanned;
- 53.2. signed with a qualified electronic signature.

54. The University Rector or the University's authorised staff, having received written inquiries or reports from students regarding violations of their rights or legitimate interests established in the LHER or other legal acts, shall be obliged to examine such inquiries and reports within 15 calendar

days and provide the reply in writing. This time limit does not apply to reports of alleged violations of academic ethics.

55. Students may submit to the University Rector applications for termination of studies, suspension of studies, resumption of studies (e.g. return from academic leave), change of the study form and/or study mode, change of the study programme, exclusion from the University's lists of students.

56. Students seeking academic leave shall submit an application and relevant documents justifying the reasons for the academic leave. Documents substantiating the reasons for academic leave shall be kept at the University until the end of the student's studies and subsequently destroyed in accordance with the procedures established by the University. By order of the University Rector, students may discontinue their studies by taking an academic leave without losing their student status and the right to continue their studies:

- 56.1. due to illness;
- 56.2. upon the recommendation of a doctor or a medical advisory board;
- 56.3. due to pregnancy and childbirth;
- 56.4. due to childcare;
- 56.5. due to guardianship (custody);
- 56.6. due to completion of compulsory initial military service;
- 56.7. due to personal reasons.

57. A student shall be allowed to take an academic leave due to personal reasons if he/she has no academic debts or financial obligations. Academic leave due to personal reasons shall be granted once during the period of study, but not for more than one academic year.

58. A student shall submit an application for resumption of studies (in the case of academic leave) at least 15 calendar days before the start of the semester. A student may resume studies in the study programme in which he/she has been admitted without losing his/her student status and the right to continue his/her studies under the conditions agreed in the study contract. If a study programme is no longer offered at the University, the University, after assessing the student's learning outcomes, may offer him/her to enrol in another study programme in a certain study form and/or study mode, indicating the tuition fee applicable at the time of receipt of the application.

59. Students shall submit an application for suspension of studies within 3 working days from the date of publicising of the results of the final examination or the thesis defence.

60. Students shall submit an application to resume their studies after suspension for failure to pass a final exam or defend a final thesis at least 30 working days before the start of the final accounting session.

61. A student shall submit an application for a change in the study form and/or study mode of the study programme at least 15 calendar days before the beginning of the semester. A student requesting to change the study form and/or study mode must have no financial debts for the studied period. A student's request to change the study form and/or study mode may be granted only if the study programme in which he/she is studying is offered at the University in the study form and/or study mode he/she prefers.

62. The student is not allowed to change his/her study programme without completing the first semester of studies. A change of study programme is formalised by terminating the existing study contract and signing a new study contract.

63. Students shall be excluded from the University's list of students by order of the University Rector:

- 63.1. at the conclusion of their study contract;
- 63.2. under their request (application);
- 63.3. due to non-return from academic leave;
- 63.4. not resuming studies after suspension;
- 63.5. due to non-return from partial studies at another research and study institution;
- 63.6. due to non-fulfilment of financial obligations to the University;
- 63.7. due to lack of progress of learning outcomes (having four or more academic debts);
- 63.8. due to repeated failure to pass the final exam or to defend the final thesis;
- 63.9. due to a severe violation of academic ethics;
- 63.10. due to a serious violation of the study agreement;
- 63.11. due to a violation of the Regulations and/or the University's legal acts regulating studies and activities related to studies;
- 63.12. due to a provision of false and/or misleading information which may have led to the non-conclusion, non-performance and/or non-completion of the study agreement.

CHAPTER XII COMPLETION OF STUDIES

64. A person shall be deemed to have graduated from the University if he/she has fulfilled all the requirements of the relevant study programme.

65. The diploma and the supplement shall be issued to the graduate only after full report has been made to the University Library and Studies Department.

CHAPTER XIII ISSUING DOCUMENTS

66. At the request of students, the University Rector or an authorised employee shall issue records on the subjects completed at the University.

67. At the request of students, the record may also include other information related to their studies. The record must state whether the student has been granted academic leave and, if so, the basis and duration of the leave.

68. In accordance with the procedures established by the University, the University fees may be applied to the issuance and sending of records, documents related to studies and activities related to studies, which shall be considered as not directly related to the implementation of study programmes.

CHAPTER XIV
FINAL PROVISIONS

69. Other rights and duties of students and teaching staff are laid down in the HLER and other legal acts of the Republic of Lithuania and the University.

70. The University Rector imposes measures on students: incentives, penalties. A student who disagrees with the imposition of a measure shall have the right to apply in writing to the University's Dispute Settlement Commission no later than three working days after being informed of the imposition.

71. Other legal acts of the University may lay down special requirements for studies and activities related to studies. In the event of a conflict between requirements of the Regulations and the legal acts of the University, these Regulations shall apply. This provision does not apply to point 11 of the Regulations.

72. The Regulations shall be made publicly available on the University's website in both Lithuanian and English languages.
