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STUDY REGULATION OF THE SMK UNIVERSITY OF APPLIED SOCIAL SCIENCES

I. GENERAL PROVISIONS

1. Study Regulation of the SMK University of Applied Social Sciences (hereinafter – Study Regulation) shall determine the study system in the SMK University of Applied Social Sciences (hereinafter – the University), the general conditions for study organization and admission to studies, system of assessment of learning outcomes, rights and duties of students and unclassified students, their relationships with the University.

II. ADMISSION

2. A student – a person, studying in the University according to a study programme.
3. An unclassified student – a person studying according to informal education programmes or separate course units (their groups).
4. Students and unclassified students of the University shall be admitted by the Director of the University.
5. Admission shall be organized and implemented by a Student Admission Commission(s) (hereinafter – Admission Commission) approved by the order of the Director of the University . Admission shall be organized in accordance with the Admission Rules approved by the Director of the University.
6. Persons, having at least secondary education shall be admitted to the higher education college studies on a competitive basis.
7. Shall students and unclassified students implement a certain part of a study programme, the study volume can be reduced including a part of already obtained credits.
8. Students and external students shall be admitted to a higher course on the order of the Director of the University. The order shall indicate a study programme and course a student is admitted to.
9. Additional requirements for knowing a language can be set for those who want to enter a joint study programme with a foreign higher education institution(s).
10. The admitted students shall sign study agreements approved by the Director of the University for the entire period of studies, while study agreements with unclassified students can be signed for the entire period or one semester. The agreements shall set the main conditions of studies in the University as well as rights and obligations of both parties.

III. STUDY SYSTEM

11. Studies in the University shall be implemented in accordance with degree and non-degree study programmes.

12. Degree study programmes implemented in the University are the first cycle professional bachelor study programmes. Degree study programmes are aimed at developing general competencies, conveying theoretical backgrounds of a study field and developing professional skills. Higher education college study programmes are orientated towards preparation for professional activity. Graduates of degree study programmes shall be issued a professional bachelor's diploma.
13. Non-degree study programmes shall be aimed at obtaining a qualification or at preparing for an independent practical activity. Non-degree study programmes shall be aimed at developing or changing qualification, supplementing the already obtained education or accumulating credits by separately selected course units (modules). After graduating from non-degree study programmes or after accumulating the number of credits involved in qualification degree or after meeting the requirements of a study programme, a certificate confirming the obtained knowledge and abilities shall be issued.
14. Degree study programmes shall be as follows:
 - 14.1. full-time studies;
 - 14.2. part-time studies.
15. Education obtained during studies of different study forms shall be equal.

Study volume and duration

16. Study volume in the University shall be calculated by study credits. A study credit – is a unit of study volume, which is used to measure the workload of a student, which in turn is necessary to achieve the foreseen learning outcomes. The volume of one study credit is 27hrs. of a student work. Study volume and a common duration shall be indicated in study programmes.
17. Study duration is calculated in study years. The common volume of one study year is 1600 hours.
18. The common volume of one year studies in full-time study form is 60 credits (1600 hours). A student shall have a right to select another volume of full-time studies, however it cannot be less than 45 credits a year.
19. The common volume of one year studies in part-time form is 45 credits (1200 hours). A student shall have a right to select another volume of part-time studies, however their duration during a period of studies cannot be more than one and a half times longer than the studies of common duration in full-time form of the same programme.
20. The volume of the first cycle college study programme shall be not less than 180 and not more than 240 credits. Study volume in study credits and the common duration in years by study forms shall be indicated in study programmes.
21. Learning outcomes of students, who have obtained higher education in the University or any other higher education institution, can be registered in the order of registering learning outcomes and transferring credits.
22. Unclassified students of the University may choose study duration. Shall the students present a reasoned request and shall the Head of a study programme approve, the students can be allowed to continue studies in accordance with an individual study plan.

Study programmes

23. Studies in the University shall take place in accordance with the study programmes registered in the order established by the legal acts of the Republic of Lithuania and approved by the Director of the University.
24. A study programme – the totality and description of study content, methods and material measures of a certain study field, academic and professional staff participating in studies.
25. Composition, content and volume of a study programme shall be equal for all modes of studies, though study duration and study methods may vary.
26. Study programmes consist of course units. Course units can be joined into modules.

27. A course unit – an area of a study content which is separate from a research and applied point of view. Its studies develop general and/or professional competencies, necessary for obtaining a qualification degree.
28. A module – a part of a study programme which consists of one or several course units related in content. A module has a defined aim and is orientated towards the foreseen learning outcomes and number of credits.
29. By content, course units/modules shall be divided into those of general college and study field (branch).
30. Study field (branch) course units/modules shall be divided into course units/modules of the basics and specialization or course units/modules for deepening knowledge in study field.
31. Course units/modules of the basics shall make up the core of education in a study field. Course units/modules of the basics can be offered as a part of the programme of minor studies for students of any other study field/programme aiming at a double bachelor's degree.
32. Course units/modules of specialization or deepening knowledge in study field shall be aimed at a deeper specialization in the same study field or its branch.
33. According to the type of choice course units/modules shall be divided into compulsory and optional ones.
34. Proportions of compulsory and optional course units shall be determined in study programmes of different fields and cycle by subject benchmark statements and general requirements for study programmes.
35. Compulsory course units/modules shall form the basics of education in the selected field of studies, they are necessary in order to achieve the learning outcomes foreseen under study programme.
36. Course units/modules shall be distributed in study programmes by semesters, their volume in credits shall be indicated.
37. A Credit – a unit of the volume of course unit/module which is used to measure learning outcomes and work time of a student, necessary to achieve the foreseen learning outcomes of a course unit/module.
38. Usually no more than 7 course units shall be studied in the University during a semester.
39. Working hours of a student for every course unit/module shall be divided into contact and independent work hours. Contact work (lectures, practical activities, practice, consultations and etc.), independent work, practice and etc. are the ways of teaching (learning), that are applied when implementing a study programme. The volume of contact work shall depend on the study area and study field, that the study programme is attributed to and is determined in the order established by the University. Contact work must make up at least 20 per cent of the total volume of a study programme and at least 10 per cent of the volume of a study programme under direct participation of teachers and students (not a remote contact work).
40. Contact work – is a direct supervision of a teacher of the studies of students or unclassified students during lectures, seminars, practical activities, consultations, during laboratory work, assessment of learning outcomes and etc. Contact work can also be remote (implemented via e-study means). Duration of contact work shall be measured in academic hours (1 academic hour – 45 min).
41. Independent work – studies of teaching, scientific and methodical literature, work of students in groups without direct supervision of a teacher. Student work in groups, labs, preparation of scientific research works, project implementation and other independent activity of a student, enabling to develop the general and professional competencies foreseen under the study programme.
42. When 5 or less students study in an academic group, their lectures, practical activities are changed into consultations. Calculating from the volume of classroom work of a course unit, 50 percent of the volume of contact work shall be for consultations.

43. A study programme must conform to the general and special requirements, as well as requirements in the descriptors (regulations) of a study cycle, field (group of fields, area) in case no special requirements are confirmed.
44. Study programmes shall be periodically updated taking into account the advance in science and technologies, the changing needs of the labour market and society, results of internal and external evaluation in the order established by the University without any restrictions, except the cases when it is decided to join two or more study programmes or when a study programme is attributed to another field of studies. In these cases, the procedures of external assessment and accreditation established under the order of the Ministry of Education, Science and Sports of the Republic of Lithuania shall be applied. Changes in a study programme shall be announced in the website of the University.
45. A study programme shall be prepared by a working group of a study programme preparation. Study Programme (programmes) Committee shall take care of update of a study programme as well as its implementation and quality. Chairman of a Study Programme Committee, working group of study programme preparation, Study Programme Committee shall be approved by the Director of the University. Representatives of social partners and students shall be invited to the working group of study programme preparation and Study Programme Committee.
46. A study programme shall be prepared, considered and submitted for evaluation in the order established by the Academic Board of the University; assessed, accredited and registered in the order established by the Ministry of Education, Science and Sports of the Republic of Lithuania.

Study programmes of the first cycle

47. Study programmes of the first cycle can be of one field or two fields – the main and selected by a student of minor study field (branch), double degree and joint.
48. A study programme of major study field – is a bigger part of a study programme of two fields and its qualification degree is awarded to the studies of course units. A student admitted to a study programme in the major field shall have a right to coordinate this programme with any other study programme of minor study field implemented by the University.
49. A study programme of a minor study field – it is a smaller part of a study programme of two fields, aimed at studies of study field other than the granted qualification degree.

Coordination of different study programmes

50. Students studying in degree study programmes may coordinate them with other studies. Those who want can study at the same time in different degree study programmes. Students shall be admitted to every study programme in the general order.

IV. STUDY PROCESS

The language of teaching

51. The main language of teaching shall be Lithuanian. Other languages shall be taught when:
 - 51.1. The content of a study programme is related to another language.
 - 51.2. Course units are taught by teachers from foreign higher education institutions.
 - 51.3. Studies take place in accordance with joint study programmes or study programmes at the graduation from which a double qualification degree shall be granted and a part of these programmes shall be implemented in other countries where the Lithuanian language is not taught.
 - 51.4. Studies take place in accordance with study programmes of other countries or in case of exchange studies.

Academic calendar

52. Study year in the University shall start on 1 September and finish on 31 August including holidays.
53. Study year shall be divided into semesters and periods of holidays.
54. Study year shall be divided into semesters and periods of holidays. A study year includes two semesters – autumn and spring. On the decision of the Director of the University a summer semester can be organized. Autumn semester studies start on 1 September and last until 31 January. For foreign students autumn semester lasts from 1 September until 23 December. Spring semester studies shall start on 1 February and last until 30 June.
55. During studies students shall have one week length Christmas and Easter holidays. During summer students shall have at least two months uninterrupted holidays.
56. Calendar duration of a study semester shall be up to 20 weeks.
57. Study schedule shall be planned for one academic year and shall be announced in the website of the University.
58. The final schedules for autumn semester of a new study year shall be presented until 15 September and those of spring semester – until 5 February.
59. Examination session schedules shall be formed taking into account the suggestions of teachers and students and are announced at least two weeks before the start of the semester. If there are separate requests, an individual schedule of examinations can be formed for students.
60. Study schedule, schedules of lectures and examination sessions shall be approved by the Director of the University.
61. In exceptional cases students of the University may be provided with a possibility to take pre-sessions. Students must present motivated requests, coordinated with teachers of course units/modules, and documents, confirming motivated reasons to take pre-session to the Department of Studies:
 - 61.1. for the session of autumn semester from 15 November to 1 December,
 - 61.2. for the session of spring semester from 15 April to 1 May.
62. Students may take examinations and differentiated credits:
 - 62.1. during the session of autumn semester – from 1 December to 20 December,
 - 62.2. during the session of spring semester – from 10 May to 18 May.
63. A student, who has presented a request coordinated with teachers, shall be granted a permission to take pre-session. Teachers enter results of the student's examination into academic database.
64. Students, who have financial debts shall not be allowed to take pre-session.

Registration for studies

65. At the end of a current semester students must register for the optional course units/modules of another semester and in case a student chooses minor studies, he/she registers for the course units/modules of minor studies.
66. The deadline for registering for the studies of optional course units/modules of spring semester is 12 February and for autumn semester – 12 September.
67. Students of the first study semester must register for the optional course units/modules (in case it is foreseen in the study programme) during the first two weeks of the semester.
68. Compulsory optional and freely optional course units of a study programme shall be taught when the number of students registered for the course units is at least 20.
69. If a number of students registered for an optional course unit/module is lower than 20, students shall be transferred to another optional course unit/module.

70. Before registering for optional course units/modules students shall be provided with conditions to get acquainted with the content and annotation of the course units and if possible they are given an opportunity to attend the introductory lecture of the course units.

Semester studies

71. Studies in the University shall be implemented in accordance with study schedules.
72. During the first lecture the teacher of a course unit/module introduces students to a detailed programme of the course unit/module, to the foreseen learning outcomes of the course unit/module as well as its content, methods of studies and assessment, requirements and order of assessment during the semester and examination session, presents independent work programme.
73. The University shall guarantee to provide students with material resources and a level of teaching, necessary to achieve the foreseen learning outcomes of course units/modules.
74. Students must study in accordance with the requirements for the programmes of studied course units/modules.
75. Upon sending to internship, the teacher, supervising the internship, shall provide students with an internship programme, shall indicate the aims of internship as well as the structure and criteria of internship assessment, tasks of independent work. If the internship takes place outside the University, students sign Student Internship Training Agreement.

Assessment of learning outcomes

76. Knowledge and abilities in the University shall be assessed on a ten-grade scale, reasoning every point by clear assessment criteria, related to the learning outcomes of a study programme and a course unit. The lowest positive grade is 5 (five).
77. To assess the learning outcomes of course units the University shall apply assessment of cumulative grade system. The components of cumulative assessment are used to assess separate learning outcomes or their parts foreseen under the programme of a course unit/module.
78. System of cumulative assessment – order of cumulating final assessment grade of achievements of a course unit/module determined by the teacher at the beginning of teaching the course unit/module. The system of cumulative assessment enables to set the final grade, consisting of the total of assessments of grades got during a semester (tests, lab works, practical and theoretical works of a semester, examination and etc.).
79. Learning outcomes shall be assessed during the entire semester and examination session: learning outcomes shall be assessed during interim tests, and the final grade shall be the average of the grades of interim tests and examination.
80. Two forms of assessment of learning outcomes shall be applied during examination session – examination or differentiated credit (if studies of a course unit/module take place more than one semester). Examination or differentiated credit shall be assessed by a grade. Examination or differentiated credit shall be considered passed when the lowest positive grade is obtained.
81. Differentiated credit – a method of assessing student achievements in grades when assessing student knowledge, abilities, accumulated during a semester. The method of differentiated credit assessment is usually applied when studies of a course unit/module last longer than one semester.
82. Students of full-time studies shall take examinations during examination session, while differentiated credits shall be taken during the last week of lecture semester. Part-time students take examinations and differentiated credits during examination session.
83. During assessment of studies and learning outcomes students and teachers must follow the principles of fair competition. For the violation of the principle of fair competition, for cheating, plagiarism and any other form of academic dishonesty, related to the assessment of learning outcomes, a student or an unclassified student can be expelled from the University as for the violation of academic ethics..

84. Shall a student disagree with an assessment of examination or differentiated credit, he/she has a right no later than within three days from the announcement of the assessment of an examination or differentiated credit to apply to the Board of Appeal of the University in a reasoned letter. The order of filing and examining an appeal is regulated by the provisions of the Board of Appeal. Any decisions related to the examined learning outcomes shall be considered invalid until the Board of Appeal makes its decision.
85. Students, who have studied in foreign partner institutions in accordance with international exchange programmes and who disagree with the inclusion of the learning outcomes in the University, shall have a right to apply in written within 5 working days to the International Relations Department and to ask to form a commission for a review of the inclusion of learning outcomes. A commission of three teachers, where one member is the Head of a Study Programme, shall be appointed on the order of the Director.
86. In case a student is not able to come to an examination or a differentiated credit because of an illness or any other important reason, he/she may request to postpone examination session or a test for later. A student of his/her authorized person must within three working days from the day of an examination or a credit, foreseen under the schedule, inform the administrators of the Department of Studies of the reason for not coming to an examination or a differentiated credit and provide a justifiable document.
87. A student may retake positively assessed examinations of course units during the period of studies. Positively assessed examinations of course units are retaken for a fee. Retaking of examinations shall be possible no later than 1 month until the defense of a final thesis (project).
88. Other principles and order of assessment of learning outcomes shall be determined by the Order of Assessment of Learning Outcomes approved by the Director of the University..

Academic debts

89. A not taken or a failed examination, differentiated credit, not done internship of professional activity, not presented report on professional activity, absence of a positive final assessment of a course unit/module after free of charge retake at the end of the studies of a course unit/module shall be considered an academic debt.
90. To liquidate academic debts or to retake examinations or differentiated credits, the Department of Studies shall issue a permission of a specific form – a sheet of academic debts (free or paid). The period of validity of a paid sheet of academic debts – one month. A free sheet of academic debts shall be valid through the period of retaking of an examination (differentiated credit) established by the University. Accounting of the liquidation of student academic debts shall be implemented by Department of Studies of a corresponding academic division of the University.
91. A student shall have a right for a single free of charge retake of a negatively graded examination or differentiated credit, without revising the studies of a course unit/module. This condition shall not be applied if a student doesn't attend an examination or a differentiated credit without an important reason or if a student participates in an examination, but does not take it. A student can retake a free of charge examination or a differentiated credit once in two weeks at the end of examination session.
92. In other cases it shall be allowed to liquidate academic debts or to retake an examination or a differentiated credit after making a fixed payment for credits of a course unit/module.
93. A student, for whom an examination of a differentiated credit was postponed, may retake an examination or a differentiated credit in no later than two weeks calculating from the end of the postponed term. It shall be possible to retake a failed examination or differentiated credit once free of charge in two weeks calculating from the date of taking the postponed examination.
94. Students shall not be promoted to a higher course if at the end of one study year the volume of their academic debts makes more than 30 credits. On request of a student he/she can be granted

a right to revise the course or to allow to continue studies having academic debts, by indicating the term for liquidating the debts. A student, who failed to liquidate academic debts on time, can be transferred to unclassified students of the University on his/her own request. After liquidating academic debts as an unclassified student, the person can be returned to the lists of students under conditions established by the University.

95. Shall students renew their studies after a break longer than six years, the terms of validity of the assessment of learning outcomes are determined by the Head of a Study Programme and approved by the Director of the University. Students, renewing studies, changing study programme and/or form, admitted to a higher course, must liquidate the formed academic debts in one study year or until the beginning of another semester.
96. Final year students, who have academic debts, shall not be allowed to defend final thesis.
97. Schedules for liquidating academic debts shall be formed by the staff of Department of Studies of academic divisions and approved by the Director of the University. A schedule for liquidating academic debts shall be formed and announced at the end of the session.
98. Students who fail to liquidate academic debts:
 - 98.1. may be eliminated from student lists;
 - 98.2. upon requests may obtain a permission to revise the studies of respective course units/modules;
 - 98.3. may become unclassified student.

Accounting of studies

99. Accounting of studies in the University shall be implemented in academic database. A document of study accounting is a sheet of academic debts.
100. Accounting of studies shall be carried out by Department of Studies of an academic division. On the order established by the University, a teacher assessing learning outcomes shall enter the learning outcomes into academic system.
101. Entries of assessment of learning outcomes into the system of study accounting shall be made during a semester and examination session as well as during assessment of other learning outcomes.
102. A student must bring to examinations (differentiated credits) a document, proving his/her personal identity and upon request present it to the teacher of administrator of an examination. After retaking an examination or a differentiated credit students shall submit a sheet of academic debts to the administrator of the Department of Studies of an academic division.
103. Assessments of examinations or differentiated credits shall be written in numbers (grades). Both positive and negative assessments shall be entered into academic database and sheets of academic debts.
104. Shall a teacher make a mistake when making an entry into an academic database, he/she applies to the Department of Studies of an academic division to fill in an assessment correction form. Disputable cases shall be analyzed by Dispute Commission.
105. Teachers must enter assessments of examinations (differentiated credits) into academic database within 3 working days after the date of examinations (differentiated credits).
106. At the end of a semester, Department of Studies shall prepare a summary of the progress of student groups based on the entries of teachers.
107. On the request of students and in the order established by the University academic certificates of the course units studied in the University shall be issued.

V. ACADEMIC MOBILITY

108. Academic mobility involves changing of a study programme and mode of studies of a student and an unclassified student, a change in study funding, organization of periods of studies.

Changing a study programme

109. A student shall have a right to change a study programme during a semester.
110. In order to change a study programme a student must in written apply to the Department of Studies of an academic division with a request. The request to change a study programme should include the studied and the desired to study programmes as well as include documents necessary for the crediting of learning outcomes.
111. People in charge of the Department of Studies of an academic division shall inform a student changing study programme of an approval or a disapproval to admit him/her or to transfer in no later than 5 working days from the submission of a request.
112. Academic debts (no more than 30 credits), formed because of changing a study programme, a student must liquidate in the order established by the University, paying for an academic debt a fixed rate.
113. A change in study programme, nature of funding shall be formalized by signing an appendix to a study agreement.

A change in the mode and method of studies

114. Students can submit a request on the transfer from one mode of studies to another or another method of studies. Students shall be transferred on the order of the Director of the University.
115. An unclassified student shall submit a request to the Head of academic division on transfer to the studies of a selected programme. An employee of the Department of Studies of an academic division, after coordinating with the head of a study programme implementing the selected study programme, shall make a decision on the crediting of course units/modules and their correspondence to the requirements of the study programme. The Director of the University shall sign an order on the admission of the person to the first cycle studies.

Funding of studies

116. Students, studying in state non-funded study places, shall pay the price and rates for studies set by the stakeholders of the University, directly related to the implementation of a study programme, for repeatedly provided services of studies. Payment procedures shall be defined by the Study agreement and the order of the University on paying and administering study prices and other rates.

Periods of study

117. Encouraging internationality of studies, students, who do not have academic debts can be sent for periods of studies to foreign or Lithuanian higher education institutions in accordance with international, inter-college and other cooperation contracts and student exchange programmes, based on the conditions of cooperation contracts or student exchange programmes or can be sent for periods of studies as freely moving students to an independently selected higher education institution. Student from higher education institutions of other countries can implement a part of their study programmes in the University in accordance with student exchange programmes, cooperation contracts or as freely moving students.
118. The total duration of periods of studies in other higher education institutions cannot exceed 50 per cent of the total duration of a study programme, unless legal acts or contracts indicate otherwise.
119. All students leaving for periods of studies must before the beginning of studies conclude a tripartite contract on period of studies with the University and the host higher education

institution, where a part (content) and volume of a study programme corresponding to a study field and cycle are coordinated.

120. All students of periods of studies must account for studies in a host higher education institution. Successfully finished periods of studies in the University shall be credited without any restrictions, unless any violations of tripartite contract of periods of studies are established.
121. For students who have partly accomplished a contract of periods of studies, Head of Department shall set a term and course unit(s) that the student must attend in the University. Students who haven't implemented the contract of periods of studies shall return to study in the semester that they left from and must revise course units the next year, after paying for the credits of the revised course units. Shall study conditions (volume of a study programme, its content, fee for studies) change during the period of studies, the student, returning to revise studies, signs a new contract.
122. International mobility of students for periods of studies in accordance with exchange programmes or other cooperation contracts, shall be organized by the Department of International Relations of the University following the conditions of student exchange programmes and cooperation contracts.
123. During a period of studies on another higher education institution, study funding in the University doesn't change until information on their learning outcomes in another higher education institution is obtained.
124. Freely moving students, who have independently chosen another higher education institution, shall cover all costs of periods of studies in another higher education institution, as well as costs of travel and living in the foreign country.

VI. SUSPENSION, TERMINATION AND RENEWAL OF STUDIES

125. A student, who doesn't have any financial debts to the University and who is unable to continue studies for important reasons, can be allowed by the Director of the University to suspend his/her studies for no longer than one year. Studies cannot be suspended during the first semester of the first study year. At the end of the period of study suspension and after submitting documents, proving that there are objective reasons to continue the study suspension, the period can be extended. Students shall return to continue studies to the semester that they had suspended. Shall the study conditions (volume of a study programme, its content, fee for studies) change during the period of study suspension, the student, after returning to continue his/her studies, signs a new study agreement or its appendix. The end of study suspension shall always coincide with the start of autumn or spring semester. After renewing studies after study suspension or academic leave, a student shall pay the study fee set by the stakeholders of the University for the course that the student is returning to in the current year, in the relevant study programme.
126. After a student, who temporarily cannot continue studies for a disease, pregnancy, childcare or military service, provides the proving documents, he/she shall be granted academic leave. Academic leave shall be granted for a period no longer than one year and no more than twice during the entire period of studies, except the cases of a disease, pregnancy and childcare.
127. Academic leave shall be granted by the Director of the University. Duration of academic leave shall be calculated from the day of the order of granting it. Academic leave cannot be granted during the first semester of the first study year. The end of academic leave shall always coincide with the beginning of autumn or spring semester.
128. Study termination shall be formalized by terminating study agreement and eliminating the person from the list of students on the order of the Director of the University. Studies shall be terminated:
 - 128.1. at the end of study agreement;
 - 128.2. on a request of a student or an unclassified student;
 - 128.3. for the failure of a student to implement academic obligations;

- 128.4. after eliminating a student (an unclassified student) for gross violations of the Statute of the University, Rules of Internal Order, a failure to follow the conditions of a Study agreement;
 - 128.5. failure to fulfill financial obligations to the University;
 - 128.6. for academic dishonesty during assessment of studies or learning outcomes;
 - 128.7. for the violation of laws of the Republic of Lithuania (cannot continue studies due to a final court decision and etc.);
 - 128.8. in case of death;
 - 128.9. without resuming studies after the period of suspension;
 - 128.10. without renewing studies after academic leave;
 - 128.11. when due to other objective reasons studies become impossible.
129. A student (an unclassified student) shall be informed of a decision to eliminate from the list of students via e-mail system of the University within 15 calendar days from the date of approval of the order of the Director of the University. Tuition fees are not refundable for such persons.
130. Studies can be renewed if during the period of their termination the study programme studied by the student (unclassified student) hasn't changed essentially, if terms of study programme accreditation and validity of the assessment of learning outcomes set University haven't come to an end.
131. Course units/modules of a non-essentially changed study programme, the examinations or differentiated credits of which are necessary to take (retake) when renewing the studies of the programme, are determined by the Head of a Study Programme.
132. Additional conditions for renewing the studies, terminated on request of a student (an unclassified student) can be set. They shall be approved by the Director of the University.
133. After submitting a request to the Director of the University, studies shall be renewed from the date of the approval of the decision by the order of the Director of the University.
134. Students expelled from the University must:
- 134.1. settle with the library;
 - 134.2. liquidate financial debts;
135. Students, wishing to get an academic certificate of studies in the University, must pay an amount set by the stakeholders of the University for academic certificate.

VII. GRADUATION FROM STUDIES

136. A person, who has met all the requirements of a chosen study programme shall be considered a graduate from the University studies.
137. Graduates of the University, who have met all the requirements of a chosen study programme shall be granted a professional bachelor degree in a respective study field (branch) or a professional bachelor degree and professional qualification and they are issued a professional bachelor diploma and its supplement. For the graduates of the University, who have met all the requirements of a chosen study programme, Diploma supplement shall be an inseparable part of the diploma. It is a document, which supplements a diploma and gives information on the content of the obtained higher education. Persons, who have been granted a qualification degree are checked out of student lists.
138. Students and unclassified students, who have studied in the University the selected course units/modules, but who haven't meet the requirements of the entire programme, in the order established by the University shall be issued an academic certificate, which indicates all passed course units/modules, their volume and assessments.
139. A study programme ends with an assessment of the competence of a graduate during the defense of a Final Thesis and Final (Qualification) examination (when it is established by the normative legal acts).
140. To assess the study graduation results (and to grant a professional qualification, if it is foreseen under legal acts) every study year a Final Thesis Assessment Commission of at least 4 persons is formed on the order of the Director of the University. At least half of the members of the Commission must be social partners, one of whom is appointed a chairman of the Commission. Decisions of the sittings of Final Theses Assessment Commissions shall be recorded. They shall be signed by the chairman and members of the Commission. The records are stored in the archive of the University.
141. A student shall choose a topic of the Final Thesis after coordinating it with a Head of a study programme and Supervisor of the Final Thesis.
142. Title (topic) of the Final Thesis and Supervisor of the Final Thesis shall be approved in the sitting of a Study Programme Committee.
143. The structure, volume, order of assessment of a Final Thesis shall be regulated by the Methodical Instructions for Final Theses Preparation.
144. Final (qualification) examination shall be implemented in written or both in written and orally. Shall it be required by a task, a demonstrative practical work can be carried out.
145. Only the students, who have met all the requirements of a study programme and only at the time indicated in the study schedule shall be allowed to defend the Final Thesis and take the Final (qualification) examination.
146. Appeals for the taking of a Final (qualification) examination, violations of the procedures of Final Thesis defense can be filed in no later than within 24 hours from the day of taking the Final (qualification) examination of defending a Final Thesis. The order of filing and examining an appeal shall be regulated by the provisions of Appellate Commission. Appeals for the assessment results of a Final Thesis, final (qualification) examination shall not be examined.
147. A student, who has passed all examinations of course units and obtained assessment not lower than "good" and whose weighing average of the assessments of learning outcomes is not lower than 9.5 and whose Final Thesis and final (qualification) examination is assessed "very good" or "excellent", shall be granted a diploma "with honours".
148. Until the public defense of a final thesis students shall have to settle with the University in its established order:
 - 148.1. to settle with the library;

- 148.2. to liquidate financial debts;
149. Students who are not able or were not able to prepare and defend the final thesis on time for serious reasons (an illness, child birth, accident and etc.) and if foreseen to take the final (qualification) examination, on their request in at least one month before the term of final thesis defense (final (qualification) examination taking), on the order of the Director of the University defense of a final thesis and/or final (qualification) examination can be postponed until the sitting of Final Thesis Assessment (Qualification) Commission. Shall the document proving the serious reason be submitted, retaking of qualification examination or final thesis defense is free of charge. Shall any differences in the study programme occur with that time, they must be liquidated at least one month until the beginning of final thesis defense and/or taking of a final (qualification) examination. Academic differences shall be liquidated by paying for an debts slip.
150. In case students do not prepare final thesis on time, do not come to the defense of a final thesis (and/or final (qualification) examination), do not defend final thesis (and/or fail final (qualification) examination), they are eliminated from student lists. These persons can be allowed to reprepare as well as to redefend final thesis (and/or retake final (qualification) examination), but not earlier than in one year. Persons, wishing to repeatedly prepare and defend final thesis (and/or take final/qualification examination):
- 150.1. must apply in written to the Director of the University on a permission to prepare and defend final thesis (and/or take final (qualification) examination) in no later than one month before the beginning of a spring semester;
 - 150.2. must make payments, determined by the Founder of the University for a repeated preparation and defense of a final thesis and/or retaking of a final (qualification) examination;
 - 150.3. must liquidate differences of a study programme, which have occurred because of essential changes of a study programme in the group of course units of the main field of studies. Students shall pay a determined study price for the studies of such course units.

VIII. STUDENT RIGHTS AND OBLIGATIONS

Rights of students

151. Students shall have a right to:
- 151.1. obtain education in a study programme indicated in the Contract of Studies, corresponding to the standards of volume and quality, defined under this Regulation, Statute of the SMK University of Applied Social Sciences as well as laws and legal acts of the Republic of Lithuania;
 - 151.2. study in accordance with an individual study plan, externally, in a selected mode of studies following the order established by Academic Board;
 - 151.3. study in accordance with more than one study programme or other course units in the University and another higher education institution;
 - 151.4. participate in the assessment of the taught course units, study service and provision, express their opinions of a study programme and the quality of its implementation;
 - 151.5. suggest a topic of their final theses or to select from the topics offered by the Head of a study programme;
 - 151.6. account for the achieved learning outcomes in alternative ways in case they have a disability, for which they are unable to account in an established order and the alternative ways of accounting shall ensure the achievement of the aims foreseen under the assessment of learning outcomes;

- 151.7. apply to the administration of the University to credit the learning outcomes achieved during studies in the University or other Lithuanian or foreign higher education institution;
- 151.8. apply to the administration of the University, Dispute Resolution Commission for the violations of rights and legal interests;
- 151.9. obtain a professional bachelor diploma, confirming the implementation of the requirements of a selected study programme, corresponding to the standards of volume and quality defined under normative documents;
- 151.10. change study programme, its form, mode, to suspend and renew studies;
- 151.11. participate in international programmes of academic exchange;
- 151.12. use teaching methodical and scientific literature as well as material and technical resources available in the University, necessary for implementing a study programme; premises of the University for studies, cultural life and leisure;
- 151.13. get all the information related to studies;
- 151.14. apply to the administration of academic division and if necessary to that of the University on the issues of the assessment of learning outcomes;
- 151.15. get all the information of the internal order of the University, safe methods of doing practical activities, laboratory works;
- 151.16. freely express their ideas and attitudes;
- 151.17. get social and material support in the established order;
- 151.18. participate in the governing bodies of the University;
- 151.19. elect Student Representation, elders of groups and be elected themselves;
- 151.20. freely join other associations in the order established by the Law of Associations of the Republic of Lithuania;
- 151.21. freely form clubs, societies, student social organizations;
- 151.22. participate in scientific research, technical, creative and artistic activity;
- 151.23. conclude contracts with prospective employees, get their scholarships.

Obligations of students

152. Obligations of students:

- 152.1. to study diligently;
- 152.2. implement responsibilities foreseen under study agreements;
- 152.3. attend lectures, practical activities, do internships foreseen under a study programme;
- 152.4. implement tasks foreseen under a study programme;
- 152.5. implement legal requirements of teachers of the University, decisions of self-government institutions, order of the Director of the University;
- 152.6. pay study price on time, implement other financial obligations for the University;
- 152.7. follow the Law on Education and Studies of the Republic of Lithuania, Code of Academic Ethics, Statute of the SMK University of Applied Social Sciences, Rules of Internal Order of the University and other legal acts, regulating studies in a higher education institution;
- 152.8. implement the decisions of the administration of the University and academic division;
- 152.9. follow rules of internal order, instructions in the University rooms, laboratories, as well as follow normative legal acts regulating safety;
- 152.10. constantly follow official information, presented on the e-mail system of the University, announced in the website of the University, be self-interested in the information of one's study course, orders of organizing studies and decisions of the administration;

- 152.11. take responsibility for one's illegal actions (inaction), which have caused damage the one's health, property, or those of other persons;
- 152.12. respect the members of academic community of the University, administration and other employees, appropriately represent the University in the public life.

IX. INCENTIVES AND PENALTIES FOR STUDENTS AND UNCLASSIFIED STUDENTS

153. Students and unclassified students, who have distinguished themselves in academic, creative, public or sports life of the University may be awarded incentives, while students and unclassified students, who have violated the Regulation, the Code of Academic Ethics and other legal acts of the University – penalties.
154. The following incentives may be awarded to students and unclassified students:
- 154.1. praise;
 - 154.2. thanks;
 - 154.3. a diploma certifying achievements in science, creation or sports;
 - 154.4. a gift;
 - 154.5. a scholarship (only to students).
155. For the violations of student obligations, the Director, on the suggestion of the Head of a Division, may impose the following disciplinary penalties no later than within one month after the detection of the violation:
- 155.1. a reprimand;
 - 155.2. a strict reprimand;
 - 155.3. expulsion from the University.
156. For academic dishonesty of students the following penalties shall be imposed:
- 156.1. for cheating during a test (colloquium) – the test shall not be assessed;
 - 156.2. for plagiarizing independent works (semester written works, interim tests and etc.) – the work shall not be accounted;
 - 156.3. for cheating during credits and examinations – the credits and examinations shall not be accounted (assessed unsatisfactory). The students shall retake the credits and examinations with a paid sheet of an academic debt;
 - 156.4. for a dishonest preparation of course works, teaching practice report (plagiarism) - the course work, teaching practice report shall not be accounted. A course work, report of teaching practice shall be prepared repeatedly and submitted for assessment with a paid sheet of an academic debt;
 - 156.5. for a dishonest preparation (plagiarism) of a final thesis – the thesis shall not be given a permission for a public defense.
157. Information of incentives and penalties shall be included in a personal case of a student. Students and unclassified students shall be expelled from the University by the Director. Other penalties shall be imposed and incentives shall be awarded by the Director on the recommendations of heads of academic divisions. These orders shall be announced publicly.
158. If a student does not agree with penalties imposed or incentives awarded, he/she shall have a right to apply in writing to the Dispute Resolution Commission no later than within three working days from the announcement of a penalty or an incentive.

X. FINAL PROVISIONS

159. The Study Regulation, its modifications shall be approved by the Academic Board of the University. Modifications of the Regulation may be initiated by the Head of a study programme, teachers, Student Representation of the University. Suggestions shall be submitted to the

Chairman of the Academic Board and shall be discussed at the next sitting of the Academic Board.

160. Until additional documents, regulating studies, mentioned in the Study Regulation are not approved, in respective cases previous editions of the Study Regulation and documents supplementing them in the established order shall be valid.

161. The Study Regulation shall come into force after announcing it on the order of the Director of the University.

The Study Regulation approved on 26 October 2020