

ŠIAULIAI STATE COLLEGE SUMMARY OF STUDY REGULATIONS

CHAPTER I GENERAL PROVISIONS

1. College Study Regulations (hereinafter - the Regulations) is a document regulating the admission of students and unclassified students to the College, requirements for awarding qualification degrees and implementation of study programmes, study process, study financing, rights and obligations of students and unclassified students, their relations with the College and the College graduation.

2. Summary of College Study Regulations - key points of the main document regulating studies relevant to foreign students.

Key Concepts

3. Key concepts used in the Regulations:

3.1. **Academic community** - students, teachers, researchers, and other scholars.

3.2. **Academic Ethics** - a set of universally recognized values, ensuring transparency of science and study process, fairness, justice, equality of persons involved in the process, non-discrimination, accountability, resource efficiency, academic freedom, research and study process impartiality, trust, respect and protection of intellectual property.

3.3. **Academic debt** - failed exams during exam sessions and exam re-passing week as a final result of cumulative assessment, student's undefended papers (course, graduation or other projects) unfinished practices or when the mark of the final assessment of the subject is "4 - unsatisfactory" or lower. A student is considered to have an academic debt if he or she fails the subject examination, does not defend practice report, course or other paper / project, fails or does not defend it one more time during re-passing (except in case of student unfairness at the time of settlement) within the re-passing period set by the Dean.

3.4. **Academic difference** - a subject, which assessment student (intending to continue studies) does not have due to the programme differences.

3.5. **Academic Council** - the College management body for academic issues.

3.6. **Appeal** - a written justified request by a student regarding studied subject assessment or the recognition of learning outcomes which preclude or otherwise impede the pursuit of qualification of Professional Bachelor Degree.

3.7. **Higher college education** - education attained in higher education institutions of Lithuania after completion of college study programmes pursuant to which a higher education qualification is awarded, or education attained in foreign research and higher education institutions, recognized in accordance with the procedure laid down by legal acts as being of an equivalent.

3.8. **Diploma supplement** - a constituent part of the Professional Bachelor Diploma, a document which provides information on the content of the acquired higher education. It is a document corresponding to the model developed by the European Commission, the Council of Europe and UNESCO / CEPES, describing the substance of completed studies, content and country's higher education system necessary for international recognition.

3.9. **Dean** - a head of higher education institution's faculty.

3.10. **Teacher** - a person who educates and teaches students and unclassified students in a higher education institution.

3.11. **Examination** - assessment of the student's learning achievements based on the formulated learning outcomes. The examination is based on assessment criteria for learning achievements. *The examination* is used in the study records in two meanings: as *a form of final accounting* for the subject and as *a form of assessment of the subject* during the semester.

3.12. **Faculty** - an academic unit of the College, which organises studies in one or more fields of study, and carries out pedagogical, scientific, and methodological work.

3.13. **Individual studies** - College student's studies in accordance with the Individual Study Plan approved by the Dean for a semester or for the entire period of study carried out in accordance with the College' Order of Individual Studies.

3.14. **Part-time studies** - studies in which theoretical and practical subjects are studied independently and under less intensive consultation by teachers. Theoretical, practical workshops, laboratory tasks and knowledge tests at the College are organized at least twice a year during sessions and on weekends in accordance with the provided study timetable forms. Part-time studies may also be organized and carried out in distance mode.

3.15. **Department** - a faculty unit, the main organizer and executor of applied scientific research and studies responsible for the quality of studies.

3.16. **Contact work** - studies in the College's study rooms or remotely, under the guidance of a teacher. Lectures, seminars, workshops, laboratory tasks, trainings, practice, consultations, supervision of students' course papers, graduation papers, self-study work, etc. are forms of teaching / learning used at the College for the implementation of the study programme. Contact work is considered electronic (distance) teaching, assessment of learning outcomes (examination, participation in defence meetings), etc., and activities of contact work with students.

3.17. **Full-time studies** - studies in which theoretical and practical subjects are studied under continuous consultation by teachers and independently. The scope of full-time studies for one year is 60 credits. Theoretical and practical classes are held in the College according to main timetable forms or in distance mode. Other forms of timetable are chosen by agreement between the students academic group and the Dean's Office in accordance with the needs and abilities of the students and the College. Students do self-study tasks after the lectures and account for them on teacher's designated time.

3.18. **Professional Bachelor** - a qualification degree awarded to a person who has completed a higher education college study programme; or a person holding a Qualification Degree of Professional Bachelor.

3.19. **Student** - a person who studies in a higher education institution according to a study programme.

3.20. **Student's self-study** - preparation for seminars, workshops and laboratory work, study of literature, preparation of independent course papers and graduation papers, preparation of practice reports, scientific research work, participation in applied scientific research, as well as preparation for exams and other forms of interim assessments of knowledge, understanding and skills, assessment of learning outcomes.

3.21. **Studies** - study process of a person who has acquired at least a secondary education in a higher education institution according to a certain study programme.

3.22. **Study subject** - a part of a study programme consisting of a several of study content related and integrated learning outcomes with a defined number of credits and a goal based on learning outcomes which achievement is evaluated as a single final assessment (examination or other form using cumulative scoring system) considered as excellent, typical or threshold level of study achievement.

3.23. **Study credit** - a unit of study scope in which average workload of a student required to achieve learning outcomes is calculated.

3.24. **The study field** - refers to the academic, professional and research fields united by a common conception, the learning outcomes and the means of achieving them (teaching, learning, and assessment).

3.25. **Study module** - a unit of repetitive certain number of study credits with a common goal and intended learning outcomes.

3.26. **Study programme** - a coherence of implementation of the field (fields) of studies in a higher education institution and its description which includes the anticipated learning outcomes as

well as the study content, activities, methods, means, human and other resources necessary to achieve them.

3.27. **Learning outcomes** - knowledge, understanding, abilities and attitudes of a student upon completion of the study module (subject) and / or of the entire study programme in order to be awarded credits or qualification. Concept of *learning outcomes* in the Regulations is synonymously used as following concepts: *learning achievements*, and *learning results*.

3.28. **Study agreement** - a document, which sets forth the conditions and procedures of the signing the study agreement between the College and a student, its entrance into force, validity, modification, termination, study process, payment for the studies, dispute resolution, and parties' rights and obligations. The standard terms and conditions of the Student Study Agreement are approved by the Minister of Education, Science and Sports.

3.29. **Basic forms of the study timetable:** full-time, session / weekend.

3.30. **Interdisciplinary study programme** - is designed to achieve coherent learning outcomes in two or more fields.

CHAPTER II ADMISSION TO THE COLLEGE

4. Admission to the College of a foreigner who is not a citizen of a Member State of the European Union or of the European Economic Area, *having no* permanent residence permit in the Republic of Lithuania is formalized by an order of the College' director drawn up on the basis of the application for the admission and the academic recognition certificate of the Center for Quality Assessment in Higher Education. The Student's Study Agreement is drawn (signed) upon the student's arrival to the College. A person is considered admitted to the College after the conclusion (signing) of the Student's Study Agreement.

5. Admission to study according to the Individual Study Plan is formalized by the College and the State Non-funded Student Place Study Agreement and by order of the Director upon the Dean's proposal (after approval of the Individual Study Plan) in accordance with the Description of Individual Study Procedure at the College.

6. An applicant must submit an application in the form set out by the College and provide proof of paid registration fee.

CHAPTER III QUALIFICATION DEGREES AND REQUIREMENTS FOR THE IMPLEMENTATION OF STUDY PROGRAMMES

7. The College implements first-cycle studies for students to obtain a qualification of Professional Bachelor Degree in accredited college study fields or programmes included in the Register of Study and Training Programs and Qualifications.

8. The scope of studies is calculated in credits. Credits are recorded in the records of learning outcomes and Diploma supplement. Study programmes may include non-credit study subjects.

9. The scope of study credits of the first cycle one field or interdisciplinary college study programme is 180 or 210 (specified in the description of the study field (s)).

10. First-cycle college studies are in a full-time and part-time modes. The learning outcomes intended in the programme, study scope in credits as well as scope of contact work are the same regardless of mode of study. Completion of different modes of study results in acquisition of equivalent qualification.

11. The structure of the study programme is determined by the Description of the General Requirements for the Development of the College's Study Programmes and compulsory, elective, freely elective, and non-credit studied subjects are determined by the College or legal acts.

12. Main forms of study organisation: *contact (classroom / distance) work* (lectures, workshops, seminars, laboratory works, projection, consultations, reflection, supervisions,

assessments, evaluations, etc.); *independent studies* intended in the description of each study subject are led by a teacher; *practice* under the guidance of a teacher and practice supervisor in an organization.

13. Academic year is divided into semesters and holiday periods. Academic Council determines the beginning and end of an academic year, semesters, and holiday periods. During one study year students are provided with continuous holiday of at least one month's duration. The study calendar is approved by a resolution of the Academic Council.

CHAPTER IV ORGANIZATION OF STUDIES

Classes Study

14. Studies at the College are conducted in the official Lithuanian language. Language of instruction is not Lithuanian when: studies are carried out on the basis of study programmes for foreign students or, in case of mobility, when a certain study programme or part of a study programme is studied by foreign students.

15. Academic year starts from 1st of September and is organized in semesters. Each academic year consists of two semesters - autumn and spring.

16. The list of students is updated each academic year. In case of failure to attend studies and inform the Dean's Office at the beginning of the academic year students are excluded from the list of students starting from 10th of September.

17. Each academic year, before the beginning of a new academic year, a study schedule is drawn up and approved by the Dean's order.

18. Lectures, practice works, laboratory works, practices or other contact work is carried out according to timetables of studies or in distance mode, and exams - according to examinations session timetables.

19. The duration of a study week is 40 hours (1.5 credit) for full-time students; not more than 25 hours are allocated for classes according to study timetable and no less than 15 hours – for student's self-study.

20. During the week 30 hours of practical work (PR) are allocated for practices for full-time students and 10 hours for student' self-study (S) to prepare a report, for consultations, report defense and supervisions.

21. Attendance of practical, laboratory works and carrying out practices is compulsory for all students. Non-attendance may be subject to penalties under the Procedure for Awarding Incentives and Imposing Disciplinary Measures. Students may be expelled from the College for skipping more than half of such works.

22. Students, unable to attend classes report to the Dean's Office. After illness, a doctor's note must be presented to the Dean's Office within 2 days. Student has to inform immediately the College' practice supervisor or head of the department and the host organization's practice supervisor of any failure to come to the practice. Late notes are not accepted and are not considered an appropriate document to justify failure to attend classes.

Evaluation of Learning Outcomes

23. The College adheres to Description of College Subject's Learning Achievements Assessment, Description of Procedure of Organizing and Assessing of Students Practices, Description of the Graduation Project / Paper Development, Defense and Assessment Procedure, Description of Procedure of Final Examination or the Assessment of the Learning Outcomes. The College uses accumulative assessment by implementing student-centered studies and in order to ensure continuous active student work throughout the semester, academic honesty, and objective assessment of learning achievements. Learning outcomes are assessed according to the assessment procedure provided in the subject / practice description.

24. During the introductory lecture of a study subject, teacher has to acquaint all students with the procedure established by the College for the assessment of learning outcomes and documentation procedure of learning achievements, provide and explain subject's description, assessment structure of subject's learning outcomes, criteria, attendance and other requirements.

25. During the course of studies, teacher and student have to regularly discuss the success or problematic aspects of the implementation of student-centered studies (student workload, progress, student learning outcomes achievement feedback, participate in discussions, surveys, etc.).

26. All continuous and/or interim assessments of a credit or non-credit subject, exams or any other form of learning outcomes assessment as well as practice tasks and defense of the practice activity (analysis) report are compulsory for students.

27. The student is obliged to keep the interim assessments' works until the final assessment of the subject or practice.

28. Upon justified written request of students, a commission may be formed to evaluate the learning outcomes. Heads of departments propose commissions to evaluate the learning outcomes and the deans of the faculties approve them. Students' justified written requests to form commissions are submitted to the Dean's Office of the faculty at least one week prior to the scheduled learning outcomes assessment date.

29. The session and academic debts are held and accounted according to the timetable confirmed by the Dean. No less than three days are given for preparation and passing of each examination and no less than two days for presentations and defenses.

30. Upon arrival to the interim examination or passing the exam, a student must present a personal identification document containing his/her photo.

31. The Director of the College, Deputy Director for Academic Activities, Dean, Vice-Dean, Head of Department, Member of the Academic Council, Head Representative for Quality, Auditor, and Study Quality Specialist may participate in the learning outcomes assessment procedures.

32. Student learning results are confidential information. Without the consent of the individual, the learning results are disclosed only to the College's employees authorised to process this data in accordance with the work functions.

33. Students and unclassified students' learning outcomes at the College are assessed by the ten-point criterion-based grading system.

34. Student or unclassified student's *achieved* learning outcomes after finishing the subject are assessed by a study mark and assigned to the level of achievement.

35. There are three levels of study achievements of subjects (modules): **excellent**, **typical** and **threshold**:

System of College's Learning Outcomes Assessment

Threshold of achievement	Brief description of knowledge and abilities	Learning mark	Level of achievement
Pass (Learning outcomes are in line with set learning outcomes)	Excellent exceptional knowledge and abilities	10 (excellent)	Excellent
	Solid good knowledge and abilities	9 (very good)	
	Better than average knowledge and abilities	8 (good)	Typical
	Average knowledge and abilities with minor errors	7 (highly satisfactory)	
	Lower than average knowledge and abilities (skills) with errors	6 (satisfactory)	Threshold
	Knowledge and abilities (skills) meet minimal requirements. At least half of subject's learning outcomes achieved	5 (good)	
Fail	Knowledge and abilities are below the threshold. Less than half of subject's learning outcomes achieved	4	Unsatisfactory
		3	
		2	
		1	

36. If student does not collect a required number of subject's interim assessments in accordance with the assessment procedure provided in the subject / practice description, he / she is **not allowed to take** examination, test or account in other form of assessment of learning outcomes of the subject. The subject may be accounted in accordance with the assessment procedure provided in the subject / practice description during repetitive assessment settlement period.

37. In case of failure to show up at an examination, defense of practice report (analysis), credit or other assessment of learning outcomes without a valid reason, - **student can account** during repetitive assessment settlement.

38. Student who is unable to attend the interim assessment on set time due to illness or other important reason must inform the teacher in writing in advance. Student, who is unable to attend the examination or credit due to illness or some other important reason, may submit a written request to the Dean of the faculty for allowing to take the examination at other time during the examination period or extend the examination period. The examination session is extended by the order of the Faculty Dean for a maximum of one month starting from the beginning of a new semester. Student must inform the Dean's Office by presenting a reason for not attending an examination not later than the day after the scheduled exam date.

39. Student has the right to get acquainted with his / her learning results, shortcomings, mistakes and remarks of the assessed assignment (self-study, project). Teacher informs an interested student individually orally about each cumulative and final subject assessment and each student or unclassified student in writing by e-mail, presenting this information publicly only in generalized manner.

40. Student is acquainted with each cumulative and final assessment of the subject by e-mail sent from the electronic exam sheets system. Student to whom a message about assessment was sent is deemed to have received the information by signature.

41. Student who does not agree with the final assessment is entitled not later than the next day after the presentation of the assessment sent via email by electronic exam sheets system submit a justified request to the Dean's Office. Once the appeal of the biased assessment is established, the assessment has to be re-taken in the presence of commission appointed by the Dean's order.

42. Students in the study process follow principles of academic honesty. Students are punished in case of being caught when copying, plagiarizing and cheating when getting their credits, doing various works or passing exams: students are not allowed to re-pass their credits or exams during the re-passing period of credit getting, they have to study the subject again, and can even be eliminated from the College.

43. If teacher suspects that a student is using prohibited resources or means, the student has to assist the subject teacher in dispelling suspicions.

44. Student's lack of cooperation is seen as evidence of his or her dishonesty.

45. The possession of prohibited sources and means at the time of the examination or interim assessments is regarded as sufficient proof that the student has used them.

46. Penalties for violations of academic honesty are imposed in accordance with Description of Procedure for Awarding Incentives and Imposing Disciplinary Measures to Students.

47. Student may, with the permission of the Dean re-pass the subject in the next academic year or later seeking better learning outcomes. Upon receipt of the Dean's permission, the student pays a fee in accordance with The Procedure for Payment, Deferral, Refund and Recovery of the College's Fees proportional to the subject's scope, and receives information about re-passing terms via email from the electronic exam sheets system.

48. Failed or missed subject assessment is allowed to be re-passed free of charge one time during the repetitive assessment settlement, except in a case of student dishonesty at the time of assessment or during the course of study seeking learning outcomes;

49. Student becomes an academic debtor when he / she:

49.1. fails an exam, a credit, or does not defend a report, term paper / project during the repetitive assessment settlement period;

49.2. does not receive a positive assessment of a practice at the end of the final practice term.

50. After the session and after the period of one time re-passing of negatively assessed subjects student with 3 or more academic debts is eliminated from the students list as having an academic failure.

51. At the end of the session and after the repetitive assessment settlement period, the liquidation of academic debts is formalized by Dean's order. The Dean's Office draws up and announces to students the debt settlement schedule for academic and non-credit subjects. Students are allowed to liquidate their academic debts for the fall semester till 14th of February and for the spring semester till 14th of September. Academic debts are paid for in accordance with the Procedure for Payment, Deferral, Refund and Recovery of the College's Fees.

52. Information about all other assessments and terms student receives via e-mail from electronic exam sheets system.

53. Due to failure to eliminate academic debts within the time period set by the Dean or becoming a debtor due to failed / not performed / undefended final practice results student is removed from the students list as having academic failure or, in exceptional cases, student may be allowed to repeat a subject at further years of studies and retain his / her student's place.

54. In exceptional cases permission to repeat a subject may be granted to a student upon his / her justified written request. Permission to repeat a subject is formalized by Dean's order specifying a term for repeating a subject or practice.

55. Student repeating subjects or practices pays a fee proportional to the scope of subject or practice in accordance with The Procedure for Payment, Deferral, Refund and Recovery of the College's Fees.

56. A subject, course paper or practice is repeated in case of dishonesty upon receipt of Dean's permission and student pays a fee proportional to the scope of subject or practice.

57. At the end of the session and one-time re-passing period for subjects, student with non-credit subjects debts may study subjects at further years of studies upon received a permission formalized by Dean's order. Permission to repeat a non-credit subject may be given to a student or unclassified student upon his or her written justified request.

58. Non-credit subjects' debts must be liquidated by a student before the beginning of the final practice.

59. In order to resume studies after being removed from the students list, student must study all outstanding subjects or practices of the study programme which result differences of the study programme currently in progress. Permission to resume studies is formalized by order of the Director upon the proposal of the Dean after signing a new study agreement. Repeated subjects or differences are paid according to The Procedure for Payment, Deferral, Refund and Recovery of the College's Fees.

Recognition of Learning Outcomes

60. The College may recognize the scope of the studied programme, the results of the student's partial studies, competences acquired through formal, non-formal and informal education as well as self-education in accordance with the procedure established by the College.

61. A student or a person intending his / her learning outcomes to be recognized has to pay the cost of the recognition service set by the College, except if a student has studied at another Lithuanian or foreign higher education institution under a partial studies agreement between the student, the College and other higher education institution or after carrying out practice under partial studies agreement between the student, the College and the host organization.

Student Mobility

62. If a student expresses intention or in case of necessity, the Dean of the Faculty upon the proposal of the Head of the Department can confirm an Individual Study Programme for that student or a part of the Programme (for a semester or two, etc.) or allow to study a part of the Programme (no more than 1/3 of the entire Programme) in other higher education institution after having agreed on it with the dean / council of the faculty of the other institution based on the agreement of studies of higher educational institutions or allow student to study pursuant to the Individual Study Plan.

63. A student who completes an academic year is promoted to another year of studies. Promotion is formalized by the Dean's order.

64. A student may take an academic leave due to illness upon recommendation of a physician or physicians advisory board, or due to pregnancy and childbirth, child care, compulsory primary military service, and one time during the entire period of study for personal reasons, and in an event of an accident in the family, but not longer than one year.

65. Academic leave may be granted for a period not longer than one calendar year (counting from the date of leave) and is formalized by Dean's order upon submitting justified written request and a document confirming the cause by a student (physicians advisory board recommendation and for child care - according to child birth certificate, etc.) According to recommendation of physicians advisory board, academic leave may be granted at the request of a student for the period recommended by the physicians advisory board, but no longer than for one calendar year. During the entire study period, academic leave can be granted not more than twice for different reasons.

66. A student may interrupt his / her studies for important reasons by submitting a justified written request for a period not exceeding one year and not more than 2 times during the entire study period, without losing student status and the right to resume his / her studies after the break.

67. Students are not granted a study break if the first study semester is not finished.

68. Pregnancy and childbirth leave is granted to students before and after childbirth upon submitting request and health certificate which states the duration of the leave. Upon returning after this leave, student has to submit an application and, if necessary, a revised health certificate.

69. At the end of an academic leave or study break, student must submit a request to the Dean of the Faculty to resume studies at the time stipulated in these Regulations. A student who

fails to meet these conditions is expelled from the College. Academic leave or study break is counted from the last passed exam session.

70. If student's study programme has changed during the period of academic leave or study break, differences in the programme may be eliminated within the period specified by the Dean's order after the resumption of studies. During this period, student is not considered to be an academic debtor because of differences. Academic differences are paid for in accordance with the The Procedure for Payment, Deferral, Refund and Recovery of the College's Fees at a price determined by the College.

Practices

71. A practice is a subject designed to help student to acquire a professional experience required for a practical job. Practices are organized, conducted and evaluated in accordance with the College's Practices Organizing and Assessing Procedure.

72. The practice host organization accepting student for professional activities practice intended in the study programme, the student and the College enters into Practical Training Agreement drawn up on an approved model of agreement.

73. Students with high academic achievement and without academic or non-credit subjects' debts are allowed to carry out final practice. Permission is formalized by Faculty Dean's order on the proposal of the Vice Dean. At the end of the term of the final practice student who has not received a positive assessment becomes an academic debtor.

74. When carrying out practice student has to obey internal rules of host organization as well as the Statute of the College and adhere to these Regulations.

Termination of Studies and Students Expulsion From the College

75. Studies are terminated and **student** is removed from the College students list by the College Director's order upon presentation of the draft order by the Dean in the following cases:

75.1. upon a written request by a student regarding family, personal and other circumstances;

75.2. due to failure to perform according to the requirements set in the study programme and (or) agreement:

75.2.1. *due to not attending classes (absence of a student at an appointed time for studies or sessions, absence from the classes, workshops or laboratory works without justified cause, absence at the place of practice without justified cause; missing more than half of practical, laboratory works or practice);*

75.2.2. *due to academic failure;*

75.2.3. *due to failure to prepare graduation paper / project;*

75.2.4. *due to failure to do the defense of the graduation paper / project or failure to take the final exam;*

75.2.5. *due to failure to defend graduation paper / project or failing the final exam;*

75.2.6. *due to failure to meet financial obligations to the College*

75.3. due to not returning from an academic leave;

75.4. due to not returning after a break in studies;

75.5. due to moving to study in another higher education institution;

75.6. due to death;

75.7. for dishonesty during the assessment of learning outcomes or during studies when pursuing learning outcomes;

75.8. due to illness if a student missed more than 50 percent of classes and refuses to take academic leave;

75.9. for breach of disciplinary or ethical standards;

75.10. for violation of the laws of the Republic of Lithuania, the College Statute and these Regulations as well as legal acts regulating the internal order.

76. At the end of the student's study agreement, ie after all the obligations have been fulfilled and student has been awarded Professional Qualification Bachelor's Degree or Professional Qualification Bachelor's Degree and Qualification, student is removed from the list of the College students.

77. A student is removed by the College Director's order indicating the reason for removal of the student or unclassified student and cause of studies termination. The removed students must account in accordance to set procedure to the College (departments and units), the State Studies Foundation or other institutions (if they had financial obligations) to them and return student documents.

78. *The removal of a student* does not exempt him or her of his or her financial and other obligations to the *College*. In the event of default of financial obligations the *College* has the right to recover them in accordance with the procedure established by legal acts of the Republic of Lithuania.

79. The student's written application or complaint for removal from the students' list is examined by the Director of the College or his / her designees.

80. Disputes between the College administration and students are resolved by the Dispute Settlement Commission.

81. Student appeals regarding the assessment of learning outcomes are dealt in accordance with the College Student's Appeals Regulations.

CHAPTER V STUDENT DOCUMENTS

82. After the students' admission procedure is over the admission papers of the applicants are forwarded to the faculties. A personal file is created for each student at the Dean's Office. It stores the entrant's application, certified copies of the maturity certificate (or other school diploma, supplement), transcript of record, other documents submitted to the admission commission or Dean's Office, Study Agreement, copy of the order to admit the person to the College.

83. The Dean's Office files all copies of the Director's orders in the student's personal file, copies of other documents related to the student (copies of Dean's orders based on the student's requests), requests, copies of certificates and issued documents, doctors' certificates, etc. documents and copies of the study process organization and implementation.

84. Study records are main, supplementary and final records of credits, examinations, and practices' exam sheets in electronic system and in paper form, graduation paper, project, final examination sheets according to the description of the graduation paper, project, final examination assessment in paper form and in the electronic system, learning outcomes or competences accounting cards, etc. The record of the learning achievements is carried out by the Dean of the Faculty.

85. Upon graduation or removal of a student from the College students list, the student's personal file is transferred to the College Archives for safekeeping.

86. Data in the personal file is legally protected and may not be used for purposes other than provided for in legal acts of the Republic of Lithuania.

87. Faculty deans, upon request of a student, issue transcripts of record of passed exams and credits, study certificates, etc. The student or unclassified student pays for the issuance of certificates in accordance with the Procedure for Payment, Deferral, Refund and Recovery of the College's Fees.

CHAPTER VI

RIGHTS, DUTIES AND RESPONSIBILITIES OF STUDENTS

88. A student is issued a student certificate.

89. Upon the request of a person, the relationship between the student and the College is formalized in a Study Agreement. The standard terms and conditions of the study agreement are set by the Ministry of Education, Science and Sport.

90. The personal data provided by a person for the purpose of the agreement and thereafter is lawfully processed for the purpose of fulfilling the agreement and other obligations provided in the General Data Protection Regulation (EU, 2016/679) and the Law on Legal Protection of Personal Data of the Republic of Lithuania. The processing of personal data for other purposes requires consent.

91. The Student has a right to:

91.1. study under the chosen study programme;

91.2. study according to Individual Study Plan;

91.3. study according to more than one study programme or other study subjects in the College or another higher education institution;

91.4. assess the quality of teaching of studied subjects and provision for studies, contact the Faculty's heads and, if necessary, the College's administration for assessment of knowledge;

91.5. choose teachers if several teachers teach the same subject upon (justified) request to the Dean's office;

91.6. propose a topic for graduation paper / project or choose from among several proposed topics;

91.7. account for tasks in alternative ways, if student has a disability because of which he/she is unable to account for the tasks according to the set procedure and the alternative way of accounting ensures the achievement of the intended learning outcomes;

91.8. contact the Dean of the Faculty for learning outcomes to be credited;

91.9. contact the administration of the College, and the Dispute Resolution Commission regarding the violation of interests;

91.10. use rooms, libraries, laboratories, centers, other study equipment and facilities during the studies in accordance with the applicable regulations or rules of use;

91.11. be informed about video and / or audio surveillance carried out in the College premises in accordance with the requirements of the General Data Protection Regulation ((EU) 2016/679) and other legal acts;

91.12. terminate and resume studies upon the written request from the student;

91.13. express their thoughts and views freely;

91.14. participate in the governing bodies of the College;

91.15. elect the Student Representation and to be elected to it, freely join other associations, assemblies, movements which do not contravene the laws of the Republic of Lithuania;

91.16. participate in voluntary activities or additional practice or internship that are not a part of the study programme;

91.17. have uninterrupted holiday of a minimum of one month during the summer;

91.18. retake one time (free of charge, except in the case of student dishonesty) a failed exam or credit during repetitive assessment settlement;

91.19. have personal rights exercised as a data subject, governed by the Implementation Rules of Data Subject's Rights in Šiauliai State College;

91.20. exercise other rights laid down by laws, College Statute and other legal acts.

92. The **student** must:

92.1. become acquainted with the legal acts of the College regulating the organization of studies, financing of studies, and be constantly interested in them and follow changes in legal acts upon starting studies;

92.2. observe Law on Higher Education and Research of Lithuanian Republic, the College Statute, Code of Academic Ethics, these Regulations and other legal acts and internal rules of the procedure.

92.3. strive for the learning outcomes defined in the study programme to be achieved;

92.4. continuously check and use the student's email box provided by the College. Student who fails to fulfill this requirement may not claim that he / she has not received notifications and that the College has thereby breached the Agreement;

92.5. in any change of name, surname, address and / or other contact information, orally or by email immediately inform the Dean's Office of the Faculty;

92.6. execute management decisions of College' institutions, the Director' and Deans' orders and lawful requirements of other staff members.

92.7. develop personal abilities, broaden and deepen cultural interests, respect the members of the College community and represent the College properly;

92.8. participate in applied science, research, technical and creative activities.

92.9. meet financial obligations to the College in a timely and proper manner;

92.10. repay loans or scholarships given by the founders in accordance with the procedure laid down by legal acts and settle accounts with the College;

92.11. do personal duty to society and the College's community when it is necessary (maintenance of order and sanitation, etc.),

92.12. take care of College property;

92.13. use material and energy resources sparingly;

92.14. everywhere and always keep the student's honour and dignity

93. **Student** is responsible for:

93.1. following study programme requirements, commitments and conditions set in the Studies Agreement with the College;

93.2. observe the Law on Higher Education and Research of Lithuanian Republic, the College Statute, other legal acts and Internal Rules of the Procedure and these Regulations.

94. Student who violates the Law on Higher Education and Research, the College Statute, the Code of Academic Ethics, these Regulations, or the Work and Internal Rules of Procedure is a subject to disciplinary action in accordance with the Procedure for Awarding Incentives and Imposing Disciplinary Measures to Students approved by Academic Council.

95. Student Representative Body stands for the College students' interests; it operates under the bylaws confirmed by students conference. Students delegated by the Student Representative Body participate in the activities of the College's collegiate institutions.

96. **Student** may:

96.1. get support, a place in the College dormitory, and take advantage of state-defined student's benefits;

96.2. participate in activities of amateur and sports clubs;

96.3. enter into contracts with prospective employers, obtain scholarships set up by them or by other founders;

96.4. participate in the College repair and maintenance work;

96.5. international study exchange students or those implementing individual agreements may take examinations according to the individual timetable, approved by the Dean of the Faculty. The student presents the request and the documents which prove the necessity of the timetable of individual examination session to the Dean.

96.6. move to study in a higher semester or year after crediting the learning outcomes;

96.7. upon agreeing the study content with the faculty administration, student may temporarily leave to study at a foreign higher education institution or carry out an internship in

foreign companies. The affairs of these studies are handled by the International Relations and Project Management Department in accordance with applicable legislation;

96.8. student who has achieved significant achievement in studies, science, arts or sports may be promoted according to Procedure for Awarding Incentives and Imposing Disciplinary Measures.

CHAPTER VIII STUDY FINANCING AND FEES

97. The annual cost of studies in the College is approved by the Academic Council.

98. Changes in the BSB (Basic Social Benefit) set by the Government of the Republic of Lithuania or indexation of study prices by the legislation of the Republic of Lithuania or by decision of the College change the monetary value of the cost of studies.

99. If the amount of the BSB set by the Government of the Republic of Lithuania and / or the College indexes the cost of studies and other fees related to the studies, this information will be published on the College website at least 15 (fifteen) calendar days before the changed cost of studies or fees enters into force.

100. Foreign students pay the cost of studies set by the College unless otherwise provided by international agreements or other legal acts of the Republic of Lithuania.

101. The following persons pay cost of studies which is proportionate to the scope of a subject:

101.1. students, who repeatedly study individual subjects of a study programme;

101.2. students, who additionally request to study one or more subjects of another study programme.

102. The fees and payments approved by the College are paid by all applicants, students and unclassified students in accordance with The Procedure for Payment, Deferral, Refund and Recovery of the College's Fees.

103. Fees may be reduced or waived by the Director of the College and the Dean of the Faculty may allow to defer payment or allow to pay by installments.

104. Students with disabilities of 0-25% working capacity are exempt from the dormitory fee. Dormitory fee is reduced by 50 percent for students with 30-55% working capacity.

CHAPTER IX COMPLETION OF THE COLLEGE

105. The final exam or graduation paper / project or final exam and graduation paper is mandatory for anyone seeking to be awarded Professional Bachelor's Diploma and supplement which attests College completion.

106. Taking final examinations and defend graduation paper or project is permitted for students with high academic achievement (having no academic or non-academic subject debts) who have met all the requirements of the study programme. Permission is formalized by Dean's order of the Faculty.

107. Repeated credits for the graduation paper / project or exam are paid at a rate proportional to the scope of studies according to The Procedure for Payment, Deferral, Refund and Recovery of the College's Fees.

108. The final evaluation mark of the graduation paper / project or examination is presented to the student orally and individually in writing at the meeting of the qualification committee. Student has the right to address the Chair of the Committee orally immediately to clarify the final assessment.

109. If a student has exercised the right to ascertain the result of the evaluation before the commission and disagrees with the final assessment of the graduation paper project or exam, he / she can appeal to the Director of the College with a justified claim in writing not later than the

following day after the results were announced. Student with the permission of the Director is introduced to the anonymised assessment documents of the final examination or paper / project of the qualification committee.

110. The assessment of the Qualification Committee is final and is not subject to change. Student appeals against the College collegial body assessment - the Qualification Committee are not subject to appeal or adjudication. Re-taking of the final examination of the study programme or defense of the graduation paper / project is not organized.

111. Student, who fulfills all the requirements of the chosen study programme is considered to be a graduate from higher education college studies. He / she is awarded a document, confirming completion of studies - Professional Bachelor Diploma and Supplement.

112. Students of excellent and / or good academic achievement are awarded the College Professional Bachelor's Diploma with Honors. For students with a grade average of at least 9.00 of the overall study programme achievement of the learning outcomes and a final grade of individual subjects of at least 8.00, who have defended their graduation paper (s) / project and / or passed the final exam (if provided in the study programme) as "very good" or "excellent" and being evaluated as having "excellent" level of learning achievement are awarded by Director's order a Professional Bachelor Diploma with Honors.

113. A document confirming completion of the studies is issued only when a student has fully accounted with the College (in accordance with established procedure) for the services provided for the studies, accommodation, library, etc.

Summary drawn up by SSC Academic Council
on 28 August 2019, Resolution No. ATN-17 approved edition of
Study Regulations