



LITHUANIAN BUSINESS UNIVERSITY OF APPLIED SCIENCE

STUDY REGULATIONS

Klaipėda, 2014

APPROVED
By the decree No. 2.12-6
Of the Academic Council of the Lithuania
Business University of Applied Science,
On the 15th of December, 2014.

STUDY REGULATIONS

I. GENERAL PROVISIONS

1. Study regulations of Lithuanian Business University of Applied Science (hereinafter – the Regulations) set the system of study in the Lithuania Business University of Applied Science (hereinafter – LBUAS), the process of study, its terms and order, rights and obligations of students of LBUAS, as well as relations between the students and the administration of LBUAS.
2. Before signing a study contract with LBUAS, each student of LBUAS must get acquainted with the Regulations.
3. The Regulations have been prepared in accordance with the Law on Science and Studies of the Republic of Lithuania, other normative legal acts of the Republic, the Statute of LBUAS and with other documents of LBUAS.

4. The notions, used in the Regulations are as follows:

Graduate – a person who has completed a study program in LBUAS and has received the diploma certifying the professional bachelor degree.

The Academic Council – the supreme self-governing authority of LBUAS.

Academic debt – an examination (a test) passed with „4“ or with a lower mark, during an examination session and during the examination retaking term, a failure to arrive at an examination (at a test), during the session or during the examination retaking term without a good reason, as well as a failure to create an individual study program in time, a failure to submit a course paper, a practice report or a thesis in time.

Academic difference – a subject specified by a study program of LBUAS, which has not been studied because of studies in another higher education institutions or (and) in another study programs, but which will be continued to study by a student in a higher semester.

Classroom work – studies in the learning rooms of LBUAS, conducted under the guidance of lecturers.

Higher education at college – an education, acquired at high schools of Lithuania, after the completion of the college study programs, providing a student with a professional bachelor degree, or an equivalent education, acquired at foreign scientific and educational institutions and recognised according to legal acts.

Diploma of higher education – the document, certifying a higher education qualification, acquired by a person.

High school or a study program accreditation – an evaluation of a high school's or a study program's conformity to the requirements specified by legal acts.

Final examination (the thesis) – one of the forms of assessment of the final result of studies in the college. It is arranged, after the completion of studies of all subjects, specified by a study program,

after passing all the examination (tests) on these subjects and after the completion of all professional practices.

Extended studies – studies of students according to a part of a study program that gives knowledge and skills, which are assessed and approved by a certificate.

Lecturer – a person, educating in a high school.

The examination, a differentiated test – the final assessment of student knowledge of a whole subject or of its part, specified by a study program and evaluated in marks.

The examination retaking term – the period, after an examination, during which, students can once retake examinations and (or) tests.

Examination session – the period for the final assessment of the studied subjects.

Faculty – a subdivision of LBUAS, registered in the system „AIKOS“, where highly skilled professionals of a certain field of study are prepared and educational, scientific, as well as methodological work is carried on.

Individual study program – a year or a semester long list of mandatory and optional academic subjects, created on the basis of a study program and confirmed by the Deputy Director of Education of LBUAS or by a dean.

Extended studies – a form of studies, normal one-year volume of which is 45 credits; a total period of studies, specified by this form, cannot exceed one and a half of the study period, specified by full-time studies, applying for the them the norm of 60 credits per year. Extended studies in LBUAS – independent studies of theoretical and practical subjects under the guidance of lecturers. Practical lessons and assessment of students' knowledge is arranged at least twice a year, during the examination session.

Department – a subdivision of LBUAS, basic organiser and conductor of science and studies responsible for quality of a study program assigned to it.

Listener – a person, studying according to study program non-formal educational programs or individual subjects (groups of them).

College – a high school, where studies are conducted according to college study programs, enabling to acquire higher education – the professional bachelor's degree conforming to the VI level.

College studies – the first-cycle, practice-oriented professional studies, enabling students to acquire professional qualification, based on applied scientific researches and (or) applied scientific activity.

Contact work – a lecturer's work with students (lectures, seminars, laboratory works, exercises, consultations, work in an interactive virtual environment etc.).

Certification examination – one of the forms of assessment of the final result of studies in the college. It is arranged, after the completion of studies of all subjects, specified by a study program, after passing all the examination (tests) on these subjects and after the completion of all professional practices.

Lithuanian Student Identity Card (LSIC) – student identification document, certifying a person's identity, specifying the form of studies and granting the pre-established rights.

Non-consecutive studies – studies of individual subjects or cycles of them that are intended for improving or changing a person's professional qualification, as well as for expanding one's professional or general education.

Consecutive studies – studies, after completion of which, a student acquires a higher education and (or) gains a qualification.

Full-time studies – a form of studies, normal one-year volume of which is 60 ECTS. Full-time studies in LBUAS are conducted during the daytime. After lectures, students perform independent work and report about it during lectures.

Distant studies – a method of virtual studies of a individual subject or of a part of it.

Advanced student (listener) – a student, who has passed all the examinations (tests) during the examination session or the examination retaking term.

Professional bachelor – the degree of qualification, awarded to the person, who has completed the first-cycle professional bachelor studies, as well as to the person with the professional bachelor qualification degree.

Specialisation – a branch of studies indicating a specific type of professional activity.

Student – a person, studying in a high school according to consecutive study program.

Student individual work – preparation for seminars, exercises and laboratory works, literature survey, independent preparation of course papers and final theses, preparation of practice reports, scientific research, engagement in applied science activities, as well as preparation for examinations and for other ways of knowledge assessment.

Studies – education of a person with at least secondary education in a high school, according to a certain consecutive study program.

Academic subject – a subject, composed of one or several consequently taught elements. Academic subjects can be mandatory, mandatory optional and optional.

Course credit – the unit of a subject volume used to measure study results and student working time. 1 600 hours of one year of studies are equal to 60 credits. At LBUAS, one credit is equal to 26,6 of contractual student working hours (at auditoriums, in laboratories, during independent work etc.), i.e. equal to one student's working week.

Field of study – a group of study programs, name of which is written in a diploma of higher education together with the name of a degree of qualification.

Study module – a part of an academic subject, composed of several subjects (their elements) related to each another by content, having the defined purpose and oriented towards certain skills of a student; the smallest possible volume of a module is 8 credits.

Study program – the complexity and description of study content in certain fields of studies, methods and material resources of studies, and the academic, as well as professional staff, invoked for studies.

The study-program committee – the group of people, by the order of the director of LBUAS, assigned to coordinate study programs, to order study modules, to select them, to submit the modules to the certification committee, and to evaluate methodical literature.

Study result recognition – recognition by LBUAS of the results of a person's studies, performed in Lithuanian high schools or in foreign institutions of higher education.

Elements of subjects – a part of an academic subject, an independent object of studies that can include various forms of studies: lectures, laboratory works, exercises, seminars, student independent work, practices, other forms of studies and combination of them. An element of a subject is to be studied for one semester.

Field of studies – humanitarian, social, physical, bio-medical, technological sciences and arts.

Study-related activities – publication of admission advertisements, counselling about education, execution of study contracts and other activities, necessary for implementation and (or) organisation of studies, as well as acquired scientific qualification, certified by a diploma, issue of diploma supplements and certificates.

Continuous studies – studies, intended to retrain, as well as improve one's qualification and professional skills.

II. STUDIES AT LBUAS

5. At LBUAS, there are two forms of studies organised: full-time studies and extended studies.
6. People, admitted to LBUAS and studying according to full-time or extended study programs, are students of LBUAS.
7. Students, admitted to LBUAS, receive Lithuanian Student Identity Cards; the procedure of issuing of the cards is set by the rules of issuing and form of the Lithuanian Student Identity Cards, approved by the order of Minister of Education of Lithuanian Republic.
8. Full-time studies last for 3 years. The major part of auditorial work is performed during the working day established at LBUAS.
9. Extended studies last for 4 years. Auditorial work in extended studies is organised in sessions. Subjects are studied independently, under the guidance of lecturers. Lectures, practical activities, examinations and tests are organised during sessions. The sessions take place on weekends, after a number of contact hours of a certain subject (module); during sessions, a test on a certain subject is carried out, as specified by the study program. According to the schedule, approved by the Deputy Director for Studies, auditorial work in continuous studies can be organised on weekends.
10. Study volume in LBUAS is calculated in credits. One credit is equal to 26,6 of contractual student working hours per week. College study volume is not less than 180 credits and not more than 240 credits. Study volume per course in full-time studies is 60 credits, in the form of continuous studies the volume comprises 45 credits.
11. Volume of study programs, modules and individual subjects is determined by credits and remains the same regardless of the form of study. Education offered by different forms of study is equivalent.
12. In accordance to the description of full-time and extended forms of study, as well as descriptions of fields of study (regulations of fields of study), the amount of contact work in each study program is regulated by LBUAS. The contact work is usually given at least 20 percent of study time; with direct participation of lecturers and students (not distant contact work), the work receives at least 10 percent of study time.
13. Students, who have already completed one study program of LBUAS or study according to several study programs at once, can get the less amount of study volume, including a part of already obtained credits. The included academic subjects are approved by the director of LBUAS on the proposal of the Deputy Director for Studies.
14. Study programs must comply with general and specific requirements, indicated in descriptions of fields of study, groups of the fields and areas of study, approved by Minister of Education and Science of Lithuanian Republic, or only with general requirements, if there are no special requirements approved.
15. Description of each study program must include clearly formulated objectives and be related to study results (knowledge, possibilities, and skills) of a person, who has completed studies under the study program.
16. Studies at LBUAS are performed only in accordance with accredited study programs, included in the register of studies and educational programs.
17. Study programs are renewed periodically. Changed in study programs are announced on LBUAS website. If two or more study programs are combined or a study program is assigned to another field of study, the study program is evaluated and accredited in accordance with the description of study programmes' external assessment and accreditation procedures.

18. Each study program has its own self-control (self-analysis) mechanism established, maintaining the quality of full-time studies, study content, methods, and renewal of informational area, as well as lecturer competencies and control of their qualifications, objective assessment of student knowledge and skills. The study-program committee performs the self-analysis of study programs.
19. New study programs are prepared by the study-program preparation committee, formed by the order of LBUAS director. Study programs are submitted to assessment by academic council of LBUAS; the programs are approved by the Center for Quality Assessment in Higher Education (hereinafter – CQAHE).

III. ADMISSION OF STUDENTS

20. Admission of students to LBUAS is performed in accordance with the admission rules for students, prepared and approved by LBUAS, through LAMA BPO system and during the individual admission, performed by LBUAS.
21. Individual admission to LBUAS is organised by the admission committee, formed by the director's order. The Deputy Director for Studies manages the committee; its work is organised by the secretary of the admission committee. The committee is formed for one year.
22. Students are admitted to LBUAS in accordance with the following procedures: to the first year's first semester, students are admitted by the admission committee proposal, students of higher semesters are admitted on the Deputy Director for Studies' proposal preparing an included subject card.
23. The admission committee begins its work on the 2nd of January of each year and ends it on the 1st of October.
24. Admission to the first year 's first semester is formalised by an order of LBUAS director, not later than three days after the last meeting of the admission committee. The order is prepared in accordance with admission committee meeting protocols.
25. Admission to a higher semester is formalised by the director's order and on the Deputy Director for Studies' proposal. The proposal must include: the course, semester and academic group a student is admitted to, the included academic subjects, academic differences. The order must also include the sum of the academic difference fee and the study contract signed.
26. People, who have studied at LBUAS under another study programs or wish to continue the unfinished studies, students of another high schools, those, whose academic difference is not more than 5, are admitted to a higher semester. Students with more than 5 academic differences are offered to study at lower semesters. If students have studied in LBUAS under a higher study program, the program is counted, if the students' study results, their content, forms of the students' knowledge assessment and qualification of their lecturers meet the college consecutive studies subject' requirements.
27. LBUAS counts:
 - 27.1. the results, achieved by students while studying at foreign high schools, if the educational institution is recognised by the foreign country's legislation;
 - 27.2. the results, achieved by the students of foreign high schools arriving to study at LBUAS, if the educational institution is recognised by the foreign country's legislation;
 - 27.3. the results, achieved by students of a Lithuanian high school of the same or of another type;
 - 27.4. the results, achieved by students of another study programs of LBUAS;

28. The student, arriving from another high schools and wishing to obtain a professional bachelor diploma at LBUAS, must study not less than one year. At LBUAS, there are not more than 75 percent of a study program volume counted.
29. Academic differences are determined by the Deputy Director for Studies in coordination with a Department Head mentoring study programs. Academic differences can be liquidated within two semesters.
30. The students, admitted to LBUAS, have to sign study contracts. The contracts establish rights and obligations of students and LBUAS.
31. Students must pay tuition fees, approved by the director. The order of payment and terms are established in the study contracts. According to the statutory provisions and for justifiable reasons, tuition fees can be reduced; students can also be exempt from the fees by individual director's orders. Advanced students can get tuition fee discounts, specified by the Statute.

IV. ORGANISATION OF STUDIES

32. The academic groups formed at LBUAS receive a code with regard to a study program. The codes are formed according to this principle:
 - X-00;
 - Xi-00;
 - X – the first capital letter of the study program name. If there are several study programs beginning with the same letter implemented, the first two letters are used;
 - i stands for the form of *continuous* studies;
 - 00 – the last two numbers of the admission year.
33. During the first semester's first month, academic groups must choose their elders approved by the LBUAS director's order. Elders are an academic group's representatives in various conferences and meetings. They submit various proposals and requests of a group, as well as provide members of a group with information from the administration.
34. Academic groups, studying individual subjects during lectures, seminars and laboratory works, can be divided into subgroups by the director's order.
35. There can be individual groups formed in order to study optional academic subjects.
36. Optional academic subjects are determined by students' proposals, which must be submitted not later than within the current semester's first week. There can be minimum 10 students in a group, formed in order to study an optional subject.
37. Studies of foreign languages are carried out with regard to the language, chosen by a student. If students do not submit any proposals for studies of another foreign languages, they are considered to study the English language. 15, is the minimum number of students, required for studies of an additional language.
38. The methods of organisation of studies at LBUAS include:
 - 38.1. Auditorial work – work, done in LTVK under the guidance of lecturers. There can be various forms of auditorial work: lectures (traditional, retractable, imitational, interactive etc.), exercises, seminars, consultations etc. Auditorial work is organised in groups. Duration of the auditorial work is calculated in academic hours (one academic hours is equal to 45 min.). The minimum duration of the auditorial work is equal to two academic hours. In some cases, the minimum duration of the work can be equal to one academic hour. When students, studying

under the same study program, study the same subject, the auditorial work can be performed in flows (several academic groups do the same work at the same time).

38.2. Independent work – student independent work, performed under guidance of lecturers: preparation for seminars, exercises and laboratory works, literature survey, independent preparation of course works and theses, preparation of practice reports, scientific research, participation in applied scientific activity, as well as preparation for examinations and for another knowledge assessment methods.

38.3. Practice – method of study, intended to verify student skills and improve them in practice. Institutions, companies, and organisations, admitting practitioners to LBUAS, provide them with practice supervisors, who help the students to complete the specified assignments and familiarise them with peculiarities of the company’s work. LBUAS chooses practice supervisors from its academic staff; the practice supervisors assess the practice of students, assign tasks to them, control execution of the tasks etc. There must be a tripartite contract signed between a representative of LBUAS, a student and a representative of a practice place.

38.4. Distant studies – a virtual method of studies of an individual subject or of a part of it.

39. Years of study at LBUAS are divided into LTVK two semesters: fall and spring semesters:

Fall semester – 16 weeks.

Winter academic session – 4 weeks.

Spring semester – 16 weeks.

Spring academic session – 4 weeks.

40. During the summer, students are given at least a one-month holiday.

41. Duration of semesters (auditorial work, practices, academic sessions) and holidays is established by the academic calendar, prepared by the Deputy Director for Studies and approved by the director of LBUAS. The academic calendar must be prepared one week, before the beginning of a semester. Academic calendars for full-time and continuous studies are separately prepared.

42. An academic day at LBUAS:

42.1. From Mondays to Fridays, lasts from 8.20 until 20.10. Lectures are organised in accordance with the following schedule:

Lecture time		Name
Beginning	End	
8.20	9.50	I lecture
10.00	11.30	II lecture
12.00	13.30	III lecture
13.40	15.10	IV lecture
15.20	16.50	V lecture
17.00	18.30	VI lecture
18.40	20.10	VII lecture

42.2. On Saturdays, lasts from 9.00 until 16.10. Lectures are organised in accordance with the following schedule:

Lecture time		Name
Beginning	End	
9.00	10.30	I lecture
10.40	12.10	II lecture
13.00	14.30	III lecture
14.40	16.10	IV lecture

43. During a lecture, phones of students and lecturers must be switched to silent mode.

44. Full-time studies are organised in accordance with semester schedules, approved by the Deputy Director for Studies not later than 2 weeks before the beginning of a semester. In case of lecturers' absence in the country or their illness, students must be informed of the changes to the schedule.
45. In extended studies, auditorial work is carried out on sessions or on weekends. The sessions take place in accordance with the schedule established, which is approved by the Deputy Director for Studies of LBUAS.
46. Lecture schedules are formed with regard to 40-hour workweek. Auditorial work cannot last more than 8 academic hours per day. There cannot be more than seven subjects studied within a semester.
47. The Deputy Director for Studies, the Department of Studies and Department Heads control studies during a semester.
48. Attendance of seminars and practices, during full-time studies, is mandatory. Lecturers control attendance of their students in full-time studies. In the end of each month, the Department of Studies receives information about the student attendance and brings it to the attention of the Deputy Director for Studies of LBUAS. The students, who missed lectures not later than before the 3rd day of the following month, must submit the documents, justifying their absence on the lectures, to the Department of Study. Failure to submit such documents is equivalent to skipping of the lectures without a good reason. The students, who have skipped more than three lectures in the same subject without a good reason, receive warnings. If, after the warnings, three more lectures in the same subject are skipped, by the order of the LBUAS director, students may be criticised, and their parents (caregivers) or another people, paying for the studies, may be informed about the incident in a written form.
49. With serious reasons and from the third semester, advanced students can attend lectures on a flexible schedule. Students have to write requests, receive consents from their lecturers, submit the requests to the director of LBUAS, who will make a decision whether to allow the students to attend lectures on a flexible schedule. Those, who do not receive consents of their lecturers, have to attend their lectures in the specified manner. All requirements (reports, tests, assessment of knowledge) remain the same for the students, attending lectures on a flexible schedule.
50. On the first-cycle studies, lecturers familiarise their students with a list of elements, included in study programs with basic themes and their content, assignments for students' individual work, a list of literature, terms of reports, the assessment coefficient, as well as the final (test or examination) assignment included; lecturers also inform the students, whether a negative mark for the final (test or examination) assignment is equal to the negative mark for the whole subject (module). There is also the minimum limit of the individual work assessment (or absence of this limit) determined, giving students a right to do a different individual assignment, take the final test or pass the final examination.
51. Study programs (subjects) cannot be changed within a semester.
52. The time, given to students of full-time studies to prepare to the examinations within a session, does not depend on a subject volume, however, students get not less than 2 days to prepare to each examination. Tests are carried out on the last lecture. All the tests are differentiated and evaluated in marks.
53. Students of extended studies are assessed within a semester session, when students arrive at LBUAS on weekends. On extended studies, the examination retaking term must be organised within a month from the date of the failed examination.
54. Examinations take place in the time and auditorium, specified by the schedule.

55. The students, who have completed all the assignments for a semester, specified by a study program, have a right to participate in sessions.
56. Within a session, knowledge of a student is assessed and registered in accordance with the following procedure: a mark is written in the examination sheet, taken by lecturers (after their put their signature in the record sheet) and returned to the Department of Study not later than in three working days. Before giving the examination sheet to a lecturer, the study administrator must write names of those students, who are not allowed to pass the final examinations, due to financial debts or due to other reasons. Examination lecturers put their signatures and write marks in the sheet.
57. Students, cheating during an examination or a test, must be expelled from the examination or the test, informing the Deputy Director for Studies about the incident. Such students are considered to have violated academic ethics and can be punished or even expelled from LBUAS. Decision about removal of names of the expelled students from the student list must be made together with members of the Student Council.
58. Students, who skip the final examination (test) without a good reason, get an academic debt with a phrase „did not come“, written in academic accountancy documents.
59. Students are allowed to retake the examinations three times. The first retaking of the examinations is free for students of full-time and extended forms of study; the fee for retaking the examinations for the second and the third times is , specified by the director’s order.
60. After students retake an examination, their marks are written in the academic debt sheet. Before the retaking, students must pay a retaking fee and take the sheet from the study administrator. After the retaking, the sheet must be given to lecturers, who will write a mark in it and return the sheet to the study administrator not later than the following day.
61. The students, who have not liquidated their academic debts within a specified period, can:
 - 61.1. be expelled from LBUAS;
 - 61.2. ask the director to let them study all the subjects (modules) once again. In this case, academic debt liquidation term is postponed for one year. In order to be able to repeat a certain subject (module), students have to pay a part of its cost, which is calculated by dividing total cost of the studies by total number of credits and multiplying everything by the number of a credits, given to a subject.
62. If, in the end of a semester, students get four or more negative marks, names of the students are expelled from the student lists, leaving them a right to repeat a course. In case of a course repetition, the cost of studies is reduced by 50 percent.
63. Students, who cannot take the final examinations (tests) because of an illness or some another reason, must submit appropriate documents to the Department of Study of LBUAS and ask the director to allow them to take the examinations (tests) at another time during the session or on the following semester. Students must explain reasons of their absence on an examination (a test) to the Department of Study not later than within three days from the examination (test) day, specified by the schedule; the documents, proving the seriousness of the reasons of their absence, must be submitted not later than before the date, specified by the Department of Study.
64. The Department of Study organises a survey, which aim is to find out opinion of the students about a subject (its components) and about the way it is taught. Content of the survey is approved by the director of LBUAS. The Deputy Director for Studies decides whether to announce the results of the survey.

V. ASSESSMENT OF STUDY RESULTS

65. There are following forms of student knowledge assessment:

65.1. the examination;

65.2. the assessment of an individual work (project), completed by a student.

66. The examination may be either written or oral. Other ways examination procedure cases are discussed at the Department meeting and approved during the certification of a certain subject (its components).

67. Study results are evaluated in accordance with the following principles:

67.1. reasonableness (a mark is related to the aims of a study program (subject) and has to measure the study results, intended to implement them);

67.2. reliability (received assessment information and assessment results must be objective and independent from an assessor);

67.3. clarity (assessment system must be informative, comprehensible to the assessors and the assessed ones);

67.4. usefulness (the assessment carried out must be welcomed by the assessed ones and contribute to the implementation of study program results)

67.5. impartiality (methods of assessment used must be equally suitable for all the assessed students).

68. Knowledge of the students is assessed from 1 to 10 points. Positive marks vary from 5 to 10; negative marks vary from 1 to 4. Value of a certain assessment mark, the level of achievement of an academic subject' aims showed in percent and equal to points, the approximate equivalent of the European Credit Transfer and Accumulation System (angl. – ECTS) and assessment results are showed in the table below:

Assessment mark	Point value	Knowledge level in percent	Normal assessment distribution in percent	ECTS equivalent	Assessment result
1	2	3	4	5	6
10	Excellent	96 and more	10	A	Subject passed
9	Very good	86 - 95	25	B	
8	Good	76 - 85	30	B or C	
7	Enough	66 - 75		C	
6	Fair	56 - 65	25	D	
5	Weakly	50 - 55	10	E	
4	Unsatisfactorily	40 - 49		F	Subject failed
3	Bad	30 - 39		F	
2	Very bad	20 - 29		FX	
1	The worst	0 - 19		FX	

69. All the marks are written in the examination sheet or another academic accountancy document.

70. Studies of a particular subject are assessed by the teaching lecturer of LBUAS or another lecturer, chosen by the director of LBUAS.

71. The academic subject assessment structure is determined by a lecturer; according to the paragraph 50 of these Regulations, lecturers explain the structure to the students, before starting to taught the subject. The academic subject assessment structure must be included in the list of a subject (its components).

72. All the academic subject evaluation points are summed to form the final mark in the end of a semester. Students may collect up to 40 percent of the final mark with a semester. Assessment of a subject is conducted in accordance with the following formula:

$$V=k_1 \cdot L+k_2 \cdot S+k_3 \cdot E,$$

V – student knowledge assessment using a 10-point grading scale;

$k_1=0,1$; L – activity during lectures, calculated in points;

$k_2=0,3$; S – individual work (tests, colloquia, papers, course works etc.), calculated in points;

$k_3=0,6$; E – the examination, calculated in points.

73. For the final mark to be formed, students must pass at least two intermediary tests per semester. Students of extended studies must pass at least one intermediary test.
74. Each test (intermediary or final) must have its own assessment volume coefficients and grading scale, if it is not a 10-point grading scale.
75. Amount of intermediary tests on a certain subject and assessment volume coefficients, appointed to them and to the final test, are given in descriptions of study programs (their components).
76. Final assessment of a subject is made up of the sum of intermediary tests and assessments of the final test, multiplied by certain assessment volume coefficients. If all the marks correspond to a 10-point grading scale, the final assessment of a subject is calculated in accordance with the following formula:

$$GP = \sum_{i=1}^n TA_i \times AK_i$$

n – a number of intermediary tests;

GP – assessment mark for the final subject;

TA_i – intermediary test assessment mark;

AK_i - assessment volume coefficient of an intermediary test assessment mark.

77. Before the final lecture, students must collect assessment marks of all the intermediary tests, taken within a semester.
78. Lecturers determine conditions and the procedure of conducting overdue reports.
79. If studies of a certain subject last for several semesters, structure of the final assessment for each semester must meet the procedure, specified by paragraph 76 of this document. The final assessment of a subject consist of the sum of all the final assessments for all the semesters, multiplied by their assessment volume coefficients. The final assessment of a subject is calculated in accordance with the following formula:

$$BP = \sum_{i=1}^n SBP_i \times SAK_i$$

n – a number of semesters, a subject is taught on;

BP – the final assessment mark of a subject;

SBP_i – the final assessment mark of a semester;

SAK_i - the final assessment mark volume coefficient of a semester.

80. The students, dissatisfied with their knowledge assessment, may ask the director of LBUAS to verify the assessment procedure. In this case, the director will order to form a knowledge verification committee.

81. Before trying twice within the whole time of studies to improve results of the passed, students must pay a fee, the amount of which is 0,5 of MLS. Results of the examinations may be improved only in the last year of study.

VI. STUDY TERMINATION, ACADEMIC HOLIDAY AND STUDY RENEWAL

82. Studies in LBUAS may be terminated and its students may be expelled from student lists in the following cases:
- 82.1. when students finish their studies;
 - 82.2. if students ask for their studies to be terminated due to various circumstances;
 - 82.3. in case of a death of a student;
 - 82.4. if a student does not arrive at lectures within a specified period.
83. Cases, in which students can be expelled from LBUAS are as follows:
- 83.1. students flagrantly violate the Statute of LBUAS and the internal procedures governing regulations;
 - 83.2. students fail to comply with study programs requirements;
 - 83.3. students failed to return from academic holidays or study breaks;
 - 83.4. students cannot continue their studies due to coming into force of a court decision ;
 - 83.5. students fail to pay tuition fees in time.
84. Students may be expelled from LBUAS by the director's order, in which reasons of the expulsion are specified.
85. The expelled students, wishing to get an Academic certificate with the passed subjects (modules) from LBUAS, must pay tuition fees to LBUAS in the manner prescribed.
86. Students of continuous studies, who cannot continue their studies for good reasons, may terminate the studies and renew them later. In this case, they must submit requests. Students may get study breaks in the following cases:
- 86.1. due to illnesses, pregnancies and baby care;
 - 86.2. advanced students must ask for a pause.
87. In case of a study pause, students get academic holidays and they will not be expelled from student lists. Academic holidays can be given twice a study period and can last for one year only. Academic holidays are regulated by the director's order, in which there are academic holiday period and reasons , specified.
88. Academic holidays begin from the last passed examination session. The students, who have not completed the first semester, cannot get academic holidays, except from cases of their illnesses, baby care and pregnancies.
89. The students, returning from academic holidays, must submit requests for renewal of their studies, before the 15th day of the first month of the semester they return to. Studies of the students, failing to submit the requests, are considered as terminated and the students are expelled from LBUAS by the director's order.

VII. STUDY COMPLETION

90. The students, who get positive marks for all the examinations they have passed, all the theses they have defended and (or) the final qualification examination they have passed, obtain

professional bachelor degrees in certain fields of study and receive professional bachelor diplomas.

91. Professional bachelor diplomas include the bachelors' full name, their personal codes, study completion year, fields of study, study programs and their state codes, specialisations (if there are any), degrees of qualification, diploma issuance dates and registration numbers. Diplomas are signed by the director of LBUAS and approved by the seal of LTVK.
92. Diploma supplements, being an integral part of diplomas, provide information about the content of the acquired higher education. The supplement include bachelors' full name, their personal codes, study programs and their state codes, study program specialisations (if there are any) and their titles, names of the acquired qualification degrees, diploma series and numbers, supplement registration numbers, dates of their issuance, study program names, their amount in credits, assessment marks (written in numbers and words), names of the final qualification examinations bachelors have passed and (or) themes of their theses, as well as theses assessment marks.
93. Professional bachelor degrees are granted by the qualification committee, formed by the director's order from at least five persons. The committee must be formed from employer representatives (at least a half of the committee members); one member is appointed to a post of committee head; another member is responsible for implementation of study programs. The committee may include scientists and lecturers of other high schools.
94. Students get access to the final qualification examination and may defend their theses, after they complete studies of all the subjects, specified by study programs, pass all the examinations and complete all the professional practices, specified the schedule, approved by the director's order.
95. The students, whose final assessment marks are at least 8 (good) points, whose final subject average is at least 9 (very good) and whose final study assessment are 10 (excellent) or 9 (very good) points, obtain professional bachelor degrees with honour.
96. Only those students can obtain diplomas of LBUAS and degrees of qualification, who used to study at LBUAS during the last academic year and used to defend their theses (used to pass final qualification examination) there.
97. The students, who fail to pass the final qualification examinations or defend their theses for serious reasons, can ask the director of LBUAS to postpone an examination or defence of their theses to the following meeting of the qualification committee.
98. The director may allow the students, who fail to prepare their theses in time, skip the defence of the theses or final qualification examinations without good reasons, fail the examinations or fail to defend the theses, to defend the theses or to take an examination one more time not later than in a year.
99. Graduates must pay to LBUAS in the manner prescribed.

VIII. STUDENT RIGHTS AND OBLIGATIONS

100. Students of LBUAS have the following rights:
 - 100.1. to use auditoriums, libraries, laboratories, computer classes, other study equipment and tools during their studies;
 - 100.2. to choose a study program, a lecturer (when one subject is taught by several lecturers) and studies under individual study programs;

- 100.3. to assess the quality of study program implementation and ask the authorities of LBUAS to assess the knowledge of students;
- 100.4. to terminate or renew their studies in the manner, prescribed by the Statute of LBUAS;
- 100.5. to receive the study-related information;
- 100.6. to freely express their opinions;
- 100.7. to participate in LBUAS government;
- 100.8. to elect a Student Council and to become its member;
- 100.9. to become a free member of a club, society and a student social organisation;
- 100.10. to receive loans to pay for their studies and to partially cover their living costs in the manner, prescribed by the government of the Republic of Lithuania;
- 100.11. to participate in amateur and sport societies;
- 100.12. to receive one-month summer holiday;
- 100.13. to use other rights, specified by regulations, statutes of other high schools and other legislations.
- 101. Students of LBUAS are obliged to:
 - 101.1. complete the assignments, specified by study programs and to obey study program rules;
 - 101.2. obey the Statute of LBUAS, its rules of internal procedure, these Regulations and other legislations;
 - 101.3. pay tuition fees within terms, specified by LBUAS and in the manner, prescribed in study contracts;
 - 101.4. execute decisions of the Academic Council, authorities and the Student Council of LBUAS;
 - 101.5. compensate losses, made to LBUAS through their own fault;
 - 101.6. properly represent LBUAS in their public lives;
 - 101.7. study systematically and diligently, improve their skills, expand and deepen their cultural interests;
 - 101.8. keep and save property of LBUAS;
 - 101.9. return the granted loans in the manner and order, prescribed by legislation.

IX. STUDENT PROMOTION AND PENALTIES

- 102. Those advanced students, who are actively involved in social life of LBUAS, in scientific and sport activities, may be promoted. There are such forms of promotion as: congratulations, tuition fee discounts and cash prizes. The promotions are regulated by the director's order.
- 103. Initiative and active group elders can also be promoted.
- 104. There are such forms of punishment of the students, violating these Regulations and internal rules of LBUAS as: warnings, reprimands, severe reprimands and expulsion from LBUAS.
- 105. Disciplinary penalties may be issued with a written consent of a lecturer or a Department Head of LBUAS. The director of LBUAS and the people, submitting the reports, decide whether to issue a warning or a penalty. The majority of members of the LBUAS Academic Council must decide whether to issue a severe reprimand to the students or to expel them from the institution. Penalties are issued by the director's order.
- 106. If a member of the Student Council gets a disciplinary penalty, the Council must give its consent to it, except from cases, when a disciplinary penalty is given for disobedience to study

program requirements. If the Student Council does not give its consent, a member of the Council may be given a disciplinary reprimand by the Academic Council's order.

107. Information about promotion and penalties is included into a student's personal file. The orders are publicly announced.

X. STUDENT ORGANISATIONS

108. Students may establish scientific, sport, art, self-help and self-organisations, as well as other unpolitical organisations of LBUAS.

109. The Student Council represents the interests of the students of LBUAS. Members of the Council are the students, elected on student conferences. Work of the Council is regulated by the norms, established during student meetings and registered by the director of LBUAS.

110. Student conferences are considered as legal, if it is participated by more than a half of all the students (all the conference delegates). Decisions, made on student conferences, are considered as approved, if they are voted for by more than a half of all the participants.

111. Student Council regulations must include the rules of student delegation to LBUAS or to its departments of local authorities. Members of the Council participate in work of self-government institutions and have a right to vote.

112. Student Council has a right to receiving information and explanation from LBUAS and its departments, related to all the questions about studies.

113. Student Councils of LBUAS may create associations or other unions, in the manner, prescribed by the law.

XI. REGULATION VALIDITY

114. These Regulations apply to all students of LBUAS.

115. Violation of these Regulations by students is considered as a disciplinary offence, which may be punished in accordance with the law and the Regulations.

116. These Regulations enter into force from the 15th of December, 2014.
