

Procedure Description for Individuals Studying Performance Assessment and Earning Credits at Vilnius Gediminas Technical University

Section 1 General Provisions

1. Procedure description for individuals studying performance assessment and earning credits at Vilnius Gediminas Technical University (hereinafter – procedure description) regulates student performance assessment in the first-cycle, second-cycle and integrated studies, credit forms and methods and the system for earning credits at Vilnius Gediminas Technical University (hereinafter – the University).

2. To ensure active student involvement throughout the study period, the University applies to the cumulative and criterion referenced types of assessment.

3. Procedure description refers to the following terms:

3.1. **Cumulative assessment** is a form of the assessment of student academic performance based on the results of the course unit (module) when the final assessment is made putting together the percentages of the components of cumulative assessment (interim and full credits). The components of cumulative assessment and their percentages are presented in the descriptions of all course units (modules).

3.2. **Criterion referenced assessment** is a form of the assessment of student academic performance when the level of student performance is determined on the basis of assessment criteria and equated to a certain level of performance.

3.3. **Learning outcomes** include student knowledge, understanding, abilities and attitudes upon the completion of the course unit (module) and (or) a full study programme.

3.4. **An examination period** covers the full credits of the course units (modules) studied except from the periods of full credits retaken and awarded by the Commission.

3.5. **A full credit** is the final assessment of student performance proceeded during the examination period.

3.6. **An interim credit** is student performance assessment conducted during the pre-examination period.

3.7. **Final assessment** is the sum of the percentages of interim (if there was any) and full credits expressed as a grade.

3.8. **Academic debt** is the failed threshold level of performance of the course unit (module) when the period of earning full credits at the Commission is over.

3.9. **The outstanding level of performance** is the level of performance when the student identifies the latest sources of the course unit (module), knows the theory and principles and can create and develop new ideas; the student is able to apply knowledge and solve the complex and atypical problems of professional activity related to the field of study, can independently collect, evaluate, interpret data and make individual decisions; the student is able to logically convey information, ideas, problems and solutions by communicating with experts in the individual and other fields of study, possesses learning skills necessary for further and self-study.

3.10. **The typical level of performance** is the level of performance when the student knows the most important theories and principles of the selected course unit (direction) and can substantiate the essential achievements in the field of study; the student is able to apply knowledge by solving standard problems of an individual field of study or related professional activity; the student can independently collect, evaluate and interpret data in the individual field of study, which is required for making decisions; the student is able to convey usual information, ideas, problems and solutions in the individual field of study; the student possesses learning skills necessary for further and self-

study.

3.11. **The threshold level of performance** is the level of performance when the student knows the most important theories and principles of the selected course unit (direction); the student is able to apply knowledge by solving simple problems of the individual field of study; the student may be involved in the process of collecting, assessing and interpreting data in the individual field of study, which is required for making decisions; the student is able to convey basic information, ideas and problems in the field of study, possesses independent learning skills.

Section 2

General Principles for Assessing Student Performance

4. The outstanding, typical and threshold levels of performance are applied for assessing the achievements of University students. The ten-point assessment scale of learning outcomes, including the performance levels of course units (modules) is as follows: 10 and 9 refer to the outstanding level of performance, 8 and 7 cover the typical level and 6 and 5 embrace the threshold level of performance. It applies to all credits assessed by grades.

5. Only student performance provided in the description of the course unit (module) is assessed.

6. Prior to performing a specific task of the interim or full credit, the students shall be introduced to assessment criteria.

7. The results of the course unit (module) are assessed throughout the complete term and examination period.

8. The results of all credits are provided and discussed according to the norms of academic ethics. For providing the results of student assessment, only student registration number is indicated.

9. The credits of learning outcomes achieved by outgoing and overseas students are granted in accordance with the validation procedure applicable at the University.

Section 3

Credit Forms and Assessment

10. During the first lecture on the course unit, the teaching staff member must present: a programme of the course unit (module), a list of recommended literature, the expected learning outcomes and the number, form, instructions, assessment criteria and preliminary dates of the credits to be earned, which the teacher can adjust if necessary or due to unforeseen circumstances and inform students about the changes..

11. The studies of each course unit (module) are completed by the full credit (FC) assessed by a grade or a record *passed / failed*.

12. Interim credit (IC) and final credit (FC) will be granted if each of them meets at least a threshold study performance level.

13. Works in a written form on earning the interim credit (IC) and the full credit (FC) shall be in good order and provided in the correct Lithuanian language or English (if the written work must be written in English) and meet the specific requirements of the faculty. The English language can be only used in the groups where the course unit is taught in English or a teaching staff member is an English language speaker. Illustrations shall be clear, properly-structured and referenced to the original source.

14. Student papers can be submitted electronically or in paper. Student works, such as students' term papers or projects, complex works or projects, laboratory work reports, homework, practice (cognitive, educational, professional activity) reports, scientific essays, are submitted for electronic assessment. Final assessment papers (exam sheets, preparation sheets), test papers, colloquia, tests are presented in the form chosen by the lecturer, about which students are informed at the beginning of the semester. Exceptions may be made for student work in a form other than written: drawings, layouts, and other work. In individual cases work may be provided in the subject (module) card and agreed with the Study Programme Committee.

15. Interim credits (IC) forms are: term paper or project, complex work or project, laboratory work report, homework, colloquium, review of works, scientific essay.

16. The accumulated student performance assessment of the interim tasks provided in the course unit throughout the term may range from 30% to 70% (inclusively) of the final assessment (FA).

17. The final assessment (FA) of the practice report (R) is calculated in the following way:

$$RFA = c_1x_1 + c_2x_2,$$

where RFA – final assessment of the practice report;

c_1, c_2 – weight coefficient provided in the description of the course unit (module);

x_1 – assessment of the practice report in a written form;

x_2 – assessment of the verbally defended practice report.

18. A term paper (TP) is defended verbally and is given a grade.

19. An integrated project (IP) is prepared from several course units under the guidance of the teaching staff representing one or several departments. The implementation of the integrated project is the responsibility of the Department to which the course unit belongs. The final assessment (FA) of the integrated project is calculated by putting together the estimates of the individual parts of the project in proportion to the number of credits in that part and the assessment of verbal defence (if provided in the description of the course unit (module)).

20. Research work (RW) is given a grade for the provided and defended report of research work. The assessment procedure is conducted by the Commission appointed by the Head of the Department.

21. The defended final thesis / project (FT / P) is assessed by the degree-awarding Commission and is given a grade. If the final thesis is continuous and consists of several components, the first parts (FT1, FT2, etc.) are defended verbally and assessed by the Commission appointed by the Head of the Department by the record *passed/failed*.

22. For assessing the results of the course unit (module), the following forms of the full credit (FC) can be applied: examination (E), pre examination (E1), credit (C), practice report (R), term paper (TP), integrated project (IP), research work (RW), final thesis (FT / P).

23. All full credits (FC) are earned during the examination period, except for pre-examination (E1) and the defence of the practice report (R). Pre-examination (E1) is taken during the last academic activity. The credit for practical activity is earned by presenting the practice report (R) at the time provided in the study schedule of the University.

24. The final assessment (FA) is calculated as follows:

$$FA = (c_1IC_1 + \dots + c_nIC_n) + c_mFC,$$

where FA – final assessment;

c_1, c_n, c_m – weight coefficient provided in the description of the course unit (module);

IC_1, IC_n – assessment of interim credits;

FC – assessment of the Full credit.

25. In the University information system, lecturer may add 1 point to the student's final assessment (FA) assessment for the student's active work and (or) quality tasks.

Section 4 Assessment Data Sheets

26. Assessment Data sheets take an electronic form and are completed in the subsystem University information system of the University information system (hereinafter referred to as *manoVGTU IS*).

27. The estimates of interim and full credits are uploaded to University information system. The final assessment (FA) is automatically formed.

28. The assessment data sheets of full credits (FC) are created by the staff of the Dean Office of the Faculty (Institute) in the University Information System, i.e. in the database of the examination results of the study subsystem for each course unit (module) of the running term.

29. For interim credits (IC), assessment data sheets are automatically formed by the University information system according to the tasks provided in the description of the course unit (module).

30. The estimates of each full credit (FC) and their retaken credits are uploaded to the University information system within three days after the credit is awarded. The uploaded estimates may be corrected within five days after the credit is awarded. The Commission for granting credits to the students shall record grades following one day at the latest.

31. Assessment data sheets include complete assessment (grades: 10, 9, 8, 7, 6, 5, 4, 3, 2, 1; T – passed; R – failed; P – absence; N – failed due to cheating; G – failed due to ambiguity). The dash or blank fields shall not be left in the assessment data sheet, and assessment shall be given instead. If a student fails to arrive to earn the full credit (FC) or arrived to the final assessment (FA) but cannot be examined, letter P is entered in the assessment data sheet

32. If more than one member of the staff teaches the same course unit for one group, each teaching staff member assesses the students of his/her subgroup.

Section 5

The Procedure for Earning the Interim Credit

33. Interim credits (IC) are awarded according to the schedule provided in the description of the course unit (module).

34. Interim credits (IC) shall be completed and awarded until the beginning of the examination period.

35. The assessment of interim credits (IC) shall be included into e-data sheets within the period of two weeks following the earned credit but no later than the examination period starts.

36. The students that fail to achieve the threshold level of performance during the period for earning interim credits (IC) or students who due to important reasons (due to illness, death of relatives, etc.) were unable to complete interim credit in time shall be provided a possibility of retaking the credit:

36.1. at least once prior to the start of the examination period;

36.2. once within the examination period at the time committed to preparation for the full credit (FC) of the required course unit;

36.3. once until the full credit is retaken.

37. Retaking the credit shall follow the same assessment principles as set out in Section 2.

38. Laboratory works which are performed in specialized laboratories with specialized equipment are done until the beginning of the examination period. Exceptions can only be made in agreement with the instructor and with the permission of the head of the laboratory.

39. The positive results of interim credits (IC) remain unchanged when the student retakes or is awarded the credit at the Commission. Restudying the course unit (module) requires retaking interim credits (IC).

Section 6

The Procedure for Earning the Full Credit

Scheduling the Examination Period

40. The schedules of the examination period shall be arranged in the timetable database of the subsystem schedules of studies in the University information system. The Vice-Dean for studies of the Faculty (Institute) is responsible for scheduling the examination period. The schedules of overseas students shall be agreed with the Centre for International Studies Centre of the University.

41. Final Credit (FC) schedules must be established and published by the University in the information system at least 1 month before the start of the session. The schedule can later be adjusted only by the vice-deans of studies after coordination with the teacher and students.

42. Schedules for full-time studies full credit (FC) assessment should include at least two calendar days prior to each final assessment. The tutorial shall be provided prior to each full credit (FC).

43. The intervals of extended studies between full credits (FC) in the schedules of the examination period shall exceed at least one calendar day, and the examination period can be started at the time provided for E1 credits.

44. The schedules of the teaching staff for the examination period shall provide no more than 3 full credits (FC) a day.

45. The University information system contains the dates of all course units taught along the term and included in the study programme and final credits (FC), including examinations, pre-examinations, credits, term papers, etc.

46. The schedules of examinations are agreed with Academic Affairs Office and approved by the Dean of the Faculty one month prior to the beginning of the examination period at the latest. Any changes in the approved schedule of full credits (FC) are only allowed with the permission of the Dean of the Faculty and having informed the Academic Affairs Office.

The Procedure for Full Credit Arrangement and Execution

47. The full credit (FC) is awarded by the teaching staff member delivering lectures with the possible assistance of a faculty member. At the same time, the full credit (FC) is awarded only for one academic group, unless the number in the case of the joined groups of the students does not exceed 30.

48. If several members of the teaching staff of the Department deliver the same course unit (module), the Head of the Department shall ensure that the tasks of interim (IC) and full credits (FC) are prepared by every staff member, demonstrate the same complexity and apply to the same assessment criteria.

49. The students complete the tasks for earning the full credit (FC) in a written form or on a computer when the tasks are provided in an electronic form. The practice report (R), term paper (TP), integrated project (IP), research work (RW) and the first chapters of the final thesis / project (FT / P) are defended verbally. Otherwise, credits can only be arranged with the permission of the Dean of the Faculty.

50. The theoretical part of the course unit is not included in the full credit (FC) if it is earned during the time for earning the interim credit.

51. To earn the full credit (FC), the students shall bring a valid certificate or identity document, the tools specified by the teaching staff member and shall be prepared for the continuous work of up to 2,5 hours.

52. To earn the full credit (FC), the student shall follow the order made by the teaching staff member and the standards of academic ethics.

53. Upon the awarded full credit (FC), the teaching staff member may adjust student performance during an additional interview and change the assessment of his / her full credit (FC) within five days given for corrections to the assessment of the full credit (FC) at the latest.

54. The student has the right to discuss his / her work with the teaching staff member but the work is not corrected during the discussion.

55. All student works are stored according to the University-established procedure for the storage of student works.

The Procedure for Retaking the Full Credit

56. Upon the completion of the examination period, the students that failed to reach the threshold level of performance are allowed for retaking the full credit within the time frame specified in the schedule of retaking the full credit (FC) considering dates provided in the timetable of VILNIUS TECH studies.

57. The Department arranges a schedule of retaking full credits (FC) for every course unit (module) and provides two different dates. The schedule is available in the University information system by the end of the examination period at the latest.

58. The student is only provided a possibility of selecting a single date for retaking the full credit (FC) and shall log on the University information system following one day prior to the date of retaking the full credit (FC) at the latest.

59. The student given all assessments of the outstanding performance level except a single case when the performance level has been agreed to be lower than outstanding is provided a possibility of improving the grade during the time frame set for retaking the full credit (FC).

The Procedure for the Full Credit Awarded by the Commission

60. Full credits (FC) awarded by the Commission are provided in the study schedule.

61. The structure of the Commission shall be approved by a decree of the Dean of the Faculty of an appropriate Department. The Head of the Department offer the members of the Commission to the Dean of the Faculty.

62. The Commission shall consist of at least three teaching staff members of the Faculty. The members shall have the required competence in assessing the programme of the necessary course unit (module). One member of the Commission shall be a teaching staff member who has taught the course unit (module). The Commission may be set up to assess several course units (modules). The Commission shall be established by the end of the period of retaking the full credit (FC) at the latest. At least three members of the Commission and at least two thirds of the members of the Commission in the case it consists of more than three members shall be involved in the process of rewarding the full credit (FC).

63. The teaching staff member having a pedagogical title of a professor or an associate teacher shall be appointed to be the Chairman of the Commission. The teaching staff member who delivered lectures on the course unit (module) cannot be elected as the Chairman of the Commission.

64. The Department prepares a schedule of full credits (FC) awarded by the Commission for each course unit (module) and appoints two different dates. The schedule is presented in the University information system by the end of the period of retaking full credits (FC) at the latest.

65. The students expecting to be awarded the full credit (FC) at the Commission shall write a request to the Dean and pay the fee set by the Senate for each course unit (module). When the fee is received, the Dean's Office prepares a decree on earning the full credit (GA) at the Commission.

66. The student may only select one date for earning the full credit (GA) at the Commission and shall register in the *manoVGTU IS* one day prior to the day of earning the full credit at the latest.

67. The work of the student is assessed by the Commission. The final assessment is discussed and signed by all members of the Commission and given on the first page of the assignment. The member who disagrees with the majority opinion on the final assessment, signs the assessment and has the right to express a different position.

68. The assessment shall be included into the data sheet by the teaching staff member of the course unit (module) one day following the full credit earned at the Commission at the latest.

69. Exceptionally, when the threshold level of performance for earning credits at the Commission is failed, the permission withdrawn by the Rector or the Vice-Rector for Studies of the University is required for retaking the full credit.

Postponing Time for Earning the Full Credit

70. For serious reasons (due to illness, death of relatives, etc.) and after warning the staff of the dean's office of the faculty within 3 working days from the occurrence of the circumstances, earning the full credit (FC) on individual basis or the complete examination period may be postponed by a decree of the Dean until the end of the first month of the new term. In the case of illness, the application shall be submitted following 5 days after the end of the sick leave at the latest. In other cases, the application and supporting documents shall be submitted within 5 working days from the occurrence of the circumstances. The documents are not accepted in the case the time for submitting the required papers has been missed.

71. Earning the full credit (FC) on individual basis or the complete examination period may be postponed one time only.

Earning the Full Credit Prior to the Examination Period

72. Earning the full credit (FC) on individual basis or the complete examination period may be earned two weeks prior to the examination period provided in the study schedule.

73. The students involved in the international exchange programmes or in other exceptional cases, the validity of which is approved by the Administration of the University, may be allowed for earning full credits (FC) or taking complete examinations earlier than provided in the study schedule.

74. The students expecting to be awarded the full credit (FC) prior to the examination period shall write a request to the Dean of the Faculty 1 month prior to the estimated date of departure at the latest. Apart from the request, the student also shall attach a document certifying his / her right to earning the full credit (FC) prior to the examination period.

75. The students having a permission from the Dean of the Faculty for taking examinations earlier than provided in the VILNIUS TECH study schedule shall submit the document to the teaching staff members of the Faculty within 3 days and have an individual schedule of full credits (FC) (in these cases, the provision that the intervals between examinations should take longer than two days is not followed).

Section 6

Academic Debts and Revision of Course Units

76. Upon the completion of the assessment period (1 September to 31 August) and following the competitive application process of the state-funded university places, the student having at least one academic debt fails to study at the state-funded place at the University (if s/he is subject to the competitive application process of the state-funded university places).

77. If the number of academic debts owned by the student following the process of earning the full credit (FC) at the Commission does not exceed two, s/he may be provided a possibility of proceeding with his/her studies in his/her group and revising the failed course units (modules) in the group of the students one year lower during the relevant term by paying a fee for the credits of the revised course units.

78. If the number of the academic debts owned by the student following the process of earning the full credit (FC) at the Commission exceeds two, s/he shall revise the course units of the term during which s/he failed to earn the full credit thus paying a fee for the credits of the revised course units. The student fails to study at the state-funded place if s/he had one and pays the fee only for the credits of the revised course units.

79. The students having academic debts may take the academic leave of absence once throughout their studies for personal reasons and to study the failed course units (modules) thus paying a fee for the credits of the revised course units. In this case, the student retains his/her state-funded place, if s/he had any.

80. When student requests for revising course units are met, the Dean Office makes relevant orders in the University information system. A Supplement to the Learning Agreement (form 1P) is formatted and signed during the first two weeks of the term when the student revises course units.

Payment shall be received within the period of 30 calendar days from the beginning of the term. When the fee is paid, the Dean signs the Supplement to the Learning Agreement on the revision of the course unit. The student and the teaching staff member agree on the academic group the student will be involved in.

81. If the student having academic debts fails to submit a request within 10 calendar days following the full credit (FC) earned at the Commission, his/her studies shall be terminated due to failure in the examinations.

82. If the student has an academic debt from the autumn term of the last academic year or the course unit is no longer available, the Head of the Department to which the course unit belonged proposes the revision of the course unit at the time suitable for the students and teaching staff members.

83. When available, the student having an academic debt(s) and proceeding with studies in his/her group may individually select a group to attend academic classes.

84. Graduate students having academic debts are not allowed to defend their final thesis.

85. If the student has proceeded with studies in his/her group, revised course units and failed to eliminate academic debts, s/he shall revise the failed course units during the term s/he had his/her first academic debt.

86. The fee for the revised course units, except for the Aircraft Piloting Study Programme, shall be charged in accordance with the *Procedure Description for Calculating Fees for the First-Cycle, Second-Cycle and Integrated Studies and Additional Services Provided at Vilnius Gediminas Technical University* by calculating the annual tuition fee from the study agreement of the student having an academic debt (s).

87. The fee for the revised course units for the students of the Aircraft Piloting Study Programme shall be calculated according to the standard price set for studying the field of engineering sciences (except for training flight performance planning and exercises for a flight simulator or a flight control simulator).

Section 7

Academic Confidence in the Study Process

88. Within the process of studying, the teaching staff, students and listeners of the University follow the principles of academic confidence defined in the Code of Academic Ethics of Vilnius Gediminas Technical University. The University does not accept any manifestations of unfairness.

89. For the prevention of unfairness in the cases in earning interim and full credits, the Head of the Department may appoint more teaching staff members or involve student representatives.

90. In light of the fact of academic unfairness, student's work is not assessed and letter *N* is entered into the data sheet. When entering the *N*-letter in the University information system, the teaching staff member must inform about the occurrence of unfairness to the dean's office..

91. Following the case when the teaching staff member writes the *N*-letter, the student and the Dean receive an automatic message about the case of unfairness. The student shall provide a written explanation to the Dean.

92. The Dean imposes a fine on the student for unfairness:

92.1. reprimand; once this type of the fine has been imposed, the student is given only one opportunity to retake the credit;

92.2. severe reprimand; once this type of the fine has been imposed, the student shall revise the course unit (module).

93. The University information system is used for informing the teaching staff member and the student about the fine imposed by the Dean.

94. In the case of re-establishing unfairness, the Dean shall grant the Rector the student to be expelled from the University.

Section 8

Final Provisions

95. The full credits (FC) of integrated projects (IP) in the programme of Architecture studies are assessed by one of the members of the teaching staff and the Commission formed by a decree issued by the Dean of the Faculty. Integrated projects (IP) consist of architectural, urban, landscape or interior design (A) and two or three parts (B, C, D) of other areas of study. All parts must have interim credits (IC) in the form of showcase. The students who failed to complete Part A of the integrated project (IP) of architecture at the Commission awarding full credits (FC) cannot proceed with studies in their own group and shall revise the course unit under conditions described in Paragraph 79. If parts B, C and D have been awarded credits, they are not revised.

96. The professional skills of the Aircraft Pilot Study Programme shall be assessed in accordance with the PI "Transporto kompetenciju agentūra" approved manuals.

97. The students who have studied at foreign higher education institutions in accordance with international programmes or bilateral agreements between institutions shall submit a certificate of the grades received abroad in the following cases:

97.1. if, for reasons other than the fault of the person involved in the exchange programme, the required course units have not been heard and awarded the credit according to the agreed content of studies, the student, upon back to study, shall be created conditions (without changes in the status of the individual studying) for proceeding with hearing the necessary amount of course units and earning credits for free until the end of the next term that includes the taught course unit;

97.2. if, for reasons other than the fault of the person involved in the exchange programme, the required course units have not been awarded the credit according to the agreed content of studies, the student, upon back to study, shall earn credits in accordance with the procedure specified in Chapter 7 of this document.

98. With the consent of the student, the administration of the Faculty informs the teaching staff about the students with special needs. For assessing the performance of such students (vision or hearing impairment, movement disability, etc.) the teaching staff shall take into account the possibilities of these persons and, if required, for example, increase the font-size of assignments, extend the time necessary for earning the credit, select an appropriate physical environment for assessment, including suitable lighting in the credit-taking place, the availability of examination space, etc. In the exceptional cases, the credit may be earned online in accordance with the procedures established by the University.

99. The students of the Aircraft Pilot Study Programme of integrated studies are allowed to defend the final Master's thesis (MT) at the time appointed by the University even though they have no credit for flight practice. The Degree-Granting Commission awards the Master's Degree when the final thesis (FT) is defended and flight practice is completed.

100. All teaching staff working at the University shall provide time for student tutoring, which makes at least 2 hours per week. The Department shall upload the schedule to the UIS. The schedule shall be available in the University information system

101. All other matters not provided in this Procedure Description fall within the competence of the Administration of the University and/or Faculty.

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