

APPROVED by
Order No. A- of the Rector of
Kaunas University of Technology of
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**2023 GUIDELINES FOR THE PREPARATION OF THE ASSIGNMENTS AND
EXECUTION OF THE ENTRANCE EXAMINATION IN ARTISTIC ARCHITECTURAL
EDUCATION JOINTLY PROVIDED BY KAUNAS UNIVERSITY OF TECHNOLOGY,
VILNIUS ACADEMY OF ARTS AND VILNIUS GEDIMINAS TECHNICAL UNIVERSITY**

**CHAPTER I
GENERAL PROVISIONS**

1. The 2023 Guidelines for the Preparation of the Assignments and Execution of the Entrance Examination in Artistic Architectural Education Jointly Provided by Kaunas University of Technology, Vilnius Academy of Arts and Vilnius Gediminas Technical University (hereinafter – Guidelines) define general admission to Lithuanian Higher Education Institutions (hereinafter – LAMA BPO) in conducting Artistic Architectural Education Examination for applicants to the state-funded and state-non-funded study positions in study programmes of Architecture, which will be held during the entrance examination session. Applicants to Vilnius Gediminas Technical University study programme Landscape Architecture are eligible for the assessment of the Artistic Architectural Education Examination. The Guidelines are prepared according to the Resolution No. 2021-11-01 of the Lithuanian University Rectors' Conference of 26 November 2021 "On the Approval of the Principles and Criteria for Compiling the Competitive Score of Applicants to First-Cycle and Integrated Study Programmes in 2023" and the Description of the Procedure for Establishing a Competitive Queue for Admission to First-Cycle and Integrated Studies State-funded Study Positions with Study Scholarships in 2023 approved by Order No. V-1901 of the Minister of Education, Science and Sports of the Republic of Lithuania of 30 November 2021.

2. The process "Prepare the Assignments for the Entrance Examination in Artistic Architectural Education and Conduct the Examination in 2023" is prepared according to the Guidelines and provided in Appendix 6 to the Guidelines.

3. The entrance examination of artistic architectural education (hereinafter – the examination) is conducted jointly by three higher education institutions (hereinafter – HEI): Kaunas University of Technology (hereinafter – KTU), Vilnius Academy of Arts (hereinafter – VAA) and Vilnius Gediminas Technical University (hereinafter – VILNIUS TECH).

4. During the summer entrance examination session of 2023 – 11 July 2023 – the examination will be conducted in three locations in Vilnius and Kaunas: in Kaunas, at KTU Faculty of Civil Engineering and Architecture, Studentų St. 48; in Vilnius, at VAA Department of Architecture, Malūnų St. 5 and VILNIUS TECH Old Town Campus, Trakų St. 1. Applicants who have not taken the entrance examination due to illness or another very serious reason that can be substantiated by supporting documents, will be able to take the repeated examination on 18 July 2023. The examination will only be conducted in Kaunas at KTU Faculty of Civil Engineering and Architecture, Studentų St. 48.

5. Preparation for the examination and its execution is provided by the Examination Administration Group (hereinafter – AG), KTU, VAA and VILNIUS TECH administrators (hereinafter

– administrators), one from each HEI, who are appointed by rectors of the mentioned HEIs. By common accord and out of the members of the AG, rectors of KTU, VAA and VILNIUS TECH appoint an examination coordinator (in 2023, the examination coordinator is from KTU) who leads the work of the AG during the main and additional entrance examination sessions and is responsible for the preparation of these Guidelines, supervises the preparation of the examination assignments, the organisation of the examination process, the organisation of the assessment of works, the announcement of the results, the passing on of the examination documents to the HEI, the organisation of the work of the board of appeals. HEI administrators appoint two members to supervise the classrooms during the examination who are subordinate to the examination coordinator or the administrator of the respective HEI. On the day of the examination, these persons (supervisors) go to the HEI where the examination takes place (for example, a supervisor from VAA goes to KTU, and the supervisor from KTU goes to VILNIUS TECH). The HEI where the examination takes place appoints additional supervisors, one to supervise the examination in each classroom where the examination is held.

6. Members of all examination groups and commissions who are involved in the preparation of examination assignments, administration and assessment procedures are appointed by the heads of HEI; members of the group of supervisors are appointed by the HEI administrator.

CHAPTER II STRUCTURE OF THE ENTRANCE EXAMINATION

7. The examination consists of two parts. The first part is “Composition of Architectural Forms”, and the second part is “Memory Academic Drawing”.

8. Examination requirements are provided in Appendix 1 to the Guidelines.

9. Examination requirements are agreed upon with the dean or the head of the department of the respective faculties at HEIs no later than April 1.

CHAPTER III PREPARATION AND STORAGE OF ASSIGNMENTS

10. In 2023, the assignment versions for the part “Composition of Architectural Forms” are prepared by VILNIUS TECH and the assignment versions for the part “Memory Academic Drawing” are prepared by VVA. No later than two months before the starting day of the examination, the heads of HEIs which conduct the examination appoint teachers to prepare the examination assignments. The assignment versions for each part of the examination in Lithuanian and English languages are prepared by one person.

11. Each part of the examination consists of a set of assignment versions the number of which is established by the coordinator. There are 3 assignment versions for each part (“Composition of Architectural Forms” and “Memory Academic Drawing”) of the examination.

12. People preparing the assignments have to prepare assignments in the Lithuanian language (with the translation of the assignment into English on the same sheet) and submit them for storage until 1 June 2023 (see Chapter IV of the Guidelines).

13. People preparing the assignments and the administrator of the HEI which designs assignments have to ensure the protection of the assignment content from the leakage of information, as well as physical protection of the printed and digital content. People preparing and translating the assignments (if the English translation is performed by another person), AG administrators and

assessment panel members have to sign and abide by the declaration of confidentiality (Appendix 3 to the Guidelines).

14. The person preparing the assignment places each printed version of the assignment and USB is placed inside an envelope, writes the title of the examination part and the assignment version on the envelope, signs the reverse side of the envelope and attaches the stamp of the faculty where he/she works. Sealed envelopes are delivered by the person preparing the assignment to the HEI administrator. The envelopes are also signed by the administrator of the HEI which has designed the assignment.

15. Prepared and properly enveloped examination assignments, immediately after they are delivered to the administrator of the HEI that prepared the assignments and until the date of the examination, are stored in the safe deposit box of the head of the department or the vice-rector for studies of the HEI that prepared the assignments. The following persons are present when the assignments are placed in the safe deposit box: the person who prepares the assignments the administrator of the HEI which prepared the assignment, and the department representative who seals the safe deposit box for the head of the department or the vice-rector for studies.

CHAPTER IV DRAWING LOTS (VERSIONS) OF THE EXAMINATION ASSIGNMENTS

16. On the day of the examination, one version of the assignments is drawn by lot at the HEI where they were prepared by the teacher. The assignments are drawn by one of the AG administrators with the participation of several HEI classroom supervisors and one of the heads of the HEI department who takes the examination assignments from the safe deposit box and returns the remaining assignment versions to the safe deposit box which is sealed again. Assignments are stored in the safe deposit box until the end of the additional session.

17. 1 (one) assignment version of the part “Composition of Architectural Forms” and 1 (one) assignment version of the part “Memory Academic Drawing” are drawn one hour before the beginning of the examination. The assignment stored in USB and/or scanned printed form is emailed by the HEI administrator to the examination coordinator and the HEI administrators to the locations of the examination.

18. Having received the assignments of the part “Composition of Architectural Forms” and “Memory Academic Drawing” and confirmed it to the coordinator by telephone, the HEI administrators copy the received assignments and distribute them to each applicant with cover pages for completing the assignment and coding.

CHAPTER V EXECUTION OF THE ENTRANCE EXAMINATION

19. No later than one day before the beginning of the examination, the premises where the examination will take place have to be prepared. The premises have to be furnished with tables and facilitated by good lighting and a clock on the wall. The HEI administrator is in charge of preparing the premises for the examination.

20. No later than 15 days before the first date of the examination, the HEI administrator appoints classroom supervisors who are accountable to the HEI administrator.

21. Before beginning the examination, each applicant submits an identity document (passport, ID card, driver's license) to the member of the examination AG. The AG member finds and marks the applicant on the list. If the applicant is not on the list, the AG member notifies the AG

coordinator, who verifies whether that applicant has been registered for the entrance examination on the General Admission Information System (BPIS). If the applicant has been registered, the AG coordinator authorises the applicant to take the examination at that location, notifies the LAMA BPO administrative director and IT specialist who is in charge of entrance examinations and marks the location and time of the applicant's examination on the BPIS.

22. Before the beginning of the examination, the classroom supervisors introduce the Applicant's Rules of Conduct During the Examination (Appendix 2 to the Guidelines), the duration and other requirements of the examination to the applicants.

23. The examination is administered by the HEI administrator. Before the beginning of the examination, the HEI administrator introduces the Supervisor's Rules of Conduct During the Examination (appendix 4 to the Guidelines) to classroom supervisors. The HEI Administrator makes decisions on those applicants who are late or arrive at the wrong location and also decides on other issues that come up during the examination. The HEI Administrator may be assisted by other HEI administrators and classroom supervisors who are present at the examination location.

24. The beginning of the examination is recorded when the examination coordinator notifies the AG members about the beginning of the examination by telephone or email. Everyone who is not taking the examination, except for the classroom supervisor, leaves the premises. The examination coordinator or the HEI administrators who are present can also check that the established procedure is followed and perform the classroom supervisor's functions.

25. Having completed the examination assignment, the applicant submits the cover page with the completed assignment to the classroom supervisor or the HEI administrator. The cover page is immediately attached to the upper right corner of the assignment sheet. The stub of the cover page signed by the supervisor is given to the applicant.

26. After the completion of the examination, the HEI classroom supervisors collect the examination papers completed by the applicants and wait at the classroom of the examination for the examination coordinator or the HEI administrator. The HEI administrator places all papers in a folder and seals it; three administrators and supervisors from different HEI who participated in the examination sign the folder.

27. After the completion of the examination, on the same day the completed assignments are delivered to the workplace of the Assessment Panel at KTU Faculty of Civil Engineering and Architecture, Studentų St. 48, Kaunas. In the evening of the same day, the examination papers are coded by the AG members and a coordinator.

CHAPTER VI

ENTRANCE EXAMINATION ASSESSMENT PANEL

28. No later than one month before the first date of the examination, the heads of the HEI, at the proposal of the deans of respective faculties, appoint faculty teachers to assess the examination assignments. The examination assessment panel consists of two teachers from each HEI and the chairpersons of examination assignment assessment panels appointed from 3 assessors of each assignment (VILNIUS TECH, VAA and KTU). The chairperson is appointed from that HEI which organises the examination procedure in that year (KTU in 2023). Each examination assignment is assessed by the members of the assessment panel and the chairperson (at least three persons).

29. The persons involved in the preparation of the examination assignments and the organisation of the examination procedure as well as those who work in institutions of non-formal

artistic education, e.g., Centre for Artistic Education, preparatory courses, etc., cannot be members of the examination assessment panel.

CHAPTER VII

ASSESSMENT OF THE ENTRANCE EXAMINATION

30. Coded examination papers completed by the applicants are stored on the premises of a respective faculty with an installed alarm system. The assessment panel works with the presence of the chairperson and at least two-thirds of the assessment panel members.

31. The assessment panel assesses the papers next day after the examination. Any unauthorised persons are not allowed on the premises where the assessment panel is working except for the assessment panel members and the AG members.

32. The maximum score for the assessment of the examination assignment can be the following: 60 for the part “Composition of Architectural Forms” and 40 for the part “Memory Academic Drawing”. Each member and the chairperson of the assessment panel assess the completed assignments individually. The examination coordinator has to make sure each assessment panel member, who has participated in the assessment, entered the assessment results into the BPIS.

33. Each assessment panel member assesses the completed assignments of the entrance examination individually on a 100-point scale according to the assessment criteria. Each assessor enters the individual assessment into the BPIS using mobile technologies and a personal IS user code for login. The assessment can also be first registered into the printed gradebook and at the end of the assessment procedure entered into the BPIS.

34. The BPIS calculates the final grade from the assessments entered by the panel members according to the established examination assessment procedure. If the deviation of the maximum and minimum ratings exceeds 30%, the chairperson of the panel has the right to request the panel members to substantiate their individual assessments in writing. Written explanations by assessors are submitted to the chairperson of the panel who decides on the need for re-assessment.

35. The BPIS calculates the final grade using the provided evaluations of the separate parts of the entrance examination. The final grade of the entrance examination is the sum of the assessments of all parts of the examination on a hundred-point scale, rounded to the nearest whole number.

36. Upon completion of the assessment of all assignments, each member of the assessment panel can see on a computer the assessment distribution diagram of the assessments they have entered and a collective assessment distribution diagram provided by other members of the assessment panel. The chairperson of the panel can see the individual assessment distribution diagram, the assessment distribution diagrams of both individual members of the assessment panel and a collective assessment distribution diagram.

37. The applicant has to complete the assignments of two parts of the entrance examination. The applicant is considered to have failed the entrance examination if he/she fails to complete at least one part of the entrance examination or the assessment receives a grade “zero”.

38. The assessment panel can additionally set the examination pass threshold. Once the examination pass threshold has been set, applicants who do not pass the examination at this stage will not be added to the admission list.

39. The examination coordinator prints a final gradebook from the BPIS, indicating the title and grade of the part of the examination for each applicant, the date of the approval of the gradebook, and the assessment of the part of the examination. The chairperson of the assessment panel and the examination coordinator sign at the bottom part of the gradebook.

40. After the results of the examination have been announced, the examination coordinator and the HEI administrators (at least 3 people) decode the applicants' papers. After checking the applicant's registration number on the assignment, the cover page and the BPIS, the cover page is attached to the applicant's paper. The chairperson of the assessment panel writes the final grade on the examination paper and signs it.

41. The results of the examination are published on LAMA BPO under the established procedure and no later than 48 hours after the end of the examination.

42. The applicants cannot be given credit for the grades obtained in the previous year's entrance examinations.

CHAPTER VIII GRADEBOOKS

43. The signed gradebooks are verified by the examination coordinator before the appeals hearing. Errors in the gradebook are corrected, if any, and signed by the examination coordinator and the chairperson of the assessment panel.

44. Copies of the gradebooks are submitted to the secretaries/heads of the admission commissions of the HEI.

CHAPTER IX APPEALS

45. The time and location of the appeal are communicated to the applicant at the time of submission of the appeal.

46. The applicant has the right to appeal against technical errors in the grading of the entrance examination and the violations of procedures (for example, errors in coding, decoding, and disruptions during the examination). The appeal has to be submitted to the administrator of the HEI where the examination was taken no later than 24 hours after the announcement of the examination results.

47. The board of appeals is composed of at least three members: the chairperson, who is one of the chairpersons of the assessment panel for the entrance examination; the head of the department of the HEI where the assessment took place; and the examination coordinator.

48. The 2023 meeting of the board of appeals will be held in Kaunas at KTU Faculty of Civil Engineering and Architecture, Studentų St. 48. When the board of appeals reviews the examination paper, only the applicant has the right to attend the review in person. If the applicant fails to attend the appeal hearing, the examination paper is reviewed in his/her absence. The applicant/examinee cannot be represented by another person. The applicant has to present the document proving his/her identity upon arrival at the appeal hearing.

49. The decisions of the board of appeals are recorded in minutes signed by all members of the board of appeals. The chairperson of the board of appeals enters the new grade (if it is changed) in the gradebook. All members of the board of appeals sign the grade. The examination coordinator is responsible for the entry of the grade into the BPIS database.

CHAPTER X FINAL PROVISIONS

50. The examination papers of those admitted shall be forwarded to the Administrators of each HEI.

51. The examination papers of those who failed the examination as well as signed original gradebooks are stored by the examination coordinator (KTU in 2023) for one year after the date of the entrance examination. The electronic data of the gradebook are stored in the BPIS database according to the LAMA BPO personal data management rules.

52. The Guidelines can be amended, supplemented or revoked by the order of the rector of KTU.

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