APPROVED by Resolution No. 10.141-18
of the Senate of Vilnius Gediminas Technical
University of 25 April 2025.

STUDY REGULATIONS
CHAPTER I
GENERAL PROVISIONS

1. Study Regulations (hereinafter referred to as Regulations) shall govern the system, type and procedure of the first and the second cycle and integrated studies at Vilnius Gediminas Technical University (hereinafter referred to as the University), study quality assurance, study financing principles, assessment of students‘ and free movers‘achievements, their rights and obligations and their relations with the University.

2. Regulations have been prepared in accordance with the University Statute, the Republic of Lithuania Law on Higher Education and Research, and other legal acts related to the regulation of higher education.

3. The procedure for the third cycle (doctoral studies) study organisation, implementation and financing shall be established by the Provisions for Research Doctoral Studies approved by the Minister of Education, Science and Sport and by the Regulations for Research Doctoral Studies of Vilnius Gediminas Technical University.

4. These Regulations shall not regulate training or courses of a different character that are provided by the University.

CHAPTER II
MAIN DEFINITIONS

5. **Academic (study) record** – an official document issued by the University indicating the students‘or free movers’ study period, volume of studies and their outcomes at the higher education institution. The academic certificate reflects all subjects taken at the University.

6. **Academic debt** shall mean a level of study achievements lower than the established threshold for a study subject (module) attained upon expiry of the period for the retake of full credits at the Commission.

7. **Academic mobility** shall mean a process related with a physical and/or virtual student and/or teacher mobility while creating conditions both for students to gain knowledge, abilities and experience and for teachers to share professional experience, improve competences and practical teaching and/or research abilities in another academic environment.

8. **Second cycle (master‘s) studies** shall mean university studies intended to improve scientific (artistic) and professional qualification of the studying person.

9. **Partial studies** shall mean student‘s or free mover’s learning in accordance with a part of the study programme providing knowledge and abilities which are assessed and approved by a certificate.

10. **Double diploma studies** shall mean study programmes agreed between two or more higher education institutions, which have agreed programme content and credit recognition arrangements, and upon completion of which the student is issued with graduation documents from two or more higher education institutions.

11. **Individual study plan** shall mean an individual arrangement of study subjects (modules) and account for them during the semester(s) as required by the student.

12. **Bridging courses** shall mean first cycle studies intended for universities of applied sciences graduates who completed study programmes of a respective profile, have higher non-university education, acquired professional bachelor‘s degree and wish to gain university education.

13. **Joint study programme** shall mean a joint study programme of at least two higher education institutions, usually of different countries.

14. **Free mover** shall mean a person who has concluded a study agreement with the University and studies individual subjects (modules) or learn under professional qualification improvement programmes.

15. **College studies** shall mean first cycle studies conducted at the University in accordance with the programmes of short cycle and first cycle college studies in the field (fields) of study established by the Government, designed to prepare for professional activity.

16. **Hybrid mode of study** shall mean a method where part of the classes is conducted remotely, and the other part of the classes – all assessments and laboratory work – is carried out in classrooms or laboratories in a contact manner.

17. **Distance studies** shall mean studies organised by using information communication technologies and providing opportunity to study in a virtual environment.

18. **Cycle studies** shall mean studies forming the framework of the studies system of the Republic of Lithuania which are intended to acquire a qualification degree or a doctoral degree in science and art.

19. **Bridge courses** shall mean studies covering first cycle study subjects which persons had never studied before and which are necessary for them in order to have sufficient knowledge and abilities required for master‘s studies.

20. **First cycle studies** shall mean university and college studies under study programmes intended for the development of general erudition, conveyance of theoretical foundations of the study field(s) and formation of professional skills necessary for independent work.

21. **Practical training** shall mean a part of the study programme for the fostering, adaptation and improvement of student knowledge, competences and abilities in the course of that programme.

22. **List of compulsory subjects** shall mean a list of the first cycle study subjects (modules) which the entrant to the master‘s studies must have been completed.

23. **Professional qualification improvement studies** shall mean studies for persons wishing to gain higher professional qualification or improve the possessed professional qualification.

24. **Session** shall mean the period for the full credit award for study subjects (modules) planned to be studied within the study programme excluding the period of retaking the full credits and award of full credits at the commissions.

25. **Student** shall mean a person who has concluded a study agreement with the University and studies under (a) study programme(s) approved by the University or pursues doctoral studies.

26. **Study subject** shall mean a part of the study programme consisting of learning outcomes related and integrated from the point of view of the study content and having a defined number of credits, the objectiv based on learning outcomes that are assessed by one final assessment (through the exam or in any other form; cumulative scoring system can be used). The least number of the credits of the study subject shall be 3.

27. **Study credit** shall mean a unit of the study volume that measures the average workload of a student required to achieve the study outcomes. 1600 hours of one study year shall correspond to 60 study credits.

28. **Study year** shall mean a study period of 2 semesters starting on the 1st of September of each year.

29. **Study module** shall mean a part of the study programme of the prescribed standard size consisting of subjects related from the point of view of the content and having a common objective and learning outcomes intended to be achieved. The volume of each module can be a size chosen by the University or a multiple of that size.

30. **Study programme** shall mean the whole of the implementation studies in field or fields with the description of the planned learning outcomes and study content needed to achieve them, learning activities, methods, measures, human and other resources.

31. **Short cycle studies** shall mean a stage of higher education studies for obtaining a professional qualification according to the fifth level of the Lithuanian Qualifications Framework.

32. **Integrated studies** shall mean studies to obtain a master‘s qualification degree and the first and the second cycle studies within said studies shall be related by a succession.

CHAPTER III
STUDY SYSTEM

33. The University implements cycle and integrated studies.

34. Cycle studies are of:

34.1. short cycle studies

34.2. the first cycle (professional bachelor's and bachelor's studies);

34.3. the second cycle (master's studies);

34.4. the third cycle (doctoral studies).

35. Integrated studies shall include the first and the second cycle.

36. The following studies shall be implemented at the University besides integrated and cycle studies:

36.1. bridging university studies;

36.2. bridge studies;

36.3. partial studies.

37. Studies are in full-time and part-time:

37.1. Full-time study form is the main and the typical volume of one study year is 60 credits, but no less than 45 credits;

37.2. Part-time study form is of a lesser intensity and its typical volume of one year may be less than 45 credits, however, the total duration thereof may not exceed the duration of the full-time study form by more than one a half times.

38. Acquired qualification of the higher education shall be of the same value irrespective of the study form.

39. Study aims of each study programme must be clearly formulated and connected to the intended learning outcomes. Aims of studied subjects (modules), learning outcomes, study methods, requirements for the entrants must be based on the aims of the study programme. Volume of the study programme, qualification of pedagogic and research staff, material study base must be sufficient for the achievement of the aims of the study programme.

40. Learning outcomes must be in conformity with learning outcomes set in the descriptions of the study field(s) for a respective cycle / integrated studies.

41. Requirements for the compilation and implementation of the University study programmes shall be set by the Senate.

42. The university may conduct double diploma programmes. The agreement on the content of the double diploma study programmes and the agreement on the recognition of study credits shall be formalised by a joint activity agreement on the implementation of the double diploma study programme between the institutions conducting the study programmes. Students studying in double diploma study programmes shall study at two or more cooperating higher education institutions, fulfil the requirements set by all cooperating institutions, and upon completion of the study programme, shall receive separate documents certifying a higher education degree from each higher education institution implementing the study programme.

The short cycle studies

43. The short cycle studies are intended for persons with at least secondary education and a professional qualification acquired according to a professional training program corresponding to the fourth level of the Lithuanian Qualifications Framework.

44. The short cycle studies are an alternative way to achieve higher education and acquire competencies relevant to the labour market in a shorter period.

45. The scope of the short cycle study programme shall be 90 or 120 credits. In a short cycle study programme, a minimum of 50 credits shall be allocated to the field of study, including the preparation of an applied project and the final examination, if they are provided for, for which at least 5 credits shall be allocated in total, 30 credits (if the study program has a volume of 90 credits) or 40 credits (if the study program has a volume of 120 credits) shall be allocated to the practical training in an actual workplace, and the rest of the credits may be allocated to the studies as determined by the

higher education institution or as the student may choose (for practical training, digital competence, other general competences development, etc.).

46. A Certificate of Studies shall be issued to persons who have completed short cycle studies to certify the qualifications obtained.

The first cycle study programme

47. The following first cycle study programmes are available at the University:

47.1 University study programmes which are designed to acquire knowledge and develop abilities to allow a person to be successful in his working activity which requires special education and creative thinking, use of high technologies, ability to act in the conditions of the global market; to develop a need to be interested in scientific knowledge of the studied field and to know how to use it in different circumstances, to perceive impact and importance of one‘s decisions for the development of the society; expand a world outlook, develop broad erudition, creative and critical thinking, feeling of intellectual satisfaction while studying and working; be able to improve one‘s professional competence throughout entire life;

47.2 College study programs that are focused on preparation for professional activity and enable a person to acquire a qualification based on applied scientific research and/or applied scientific activity.

48. The volume of the university first cycle study programmes shall be 240 study credits. Duration of full-time studies – 4 years, part-time studies – 5, 5 or 6 years. Based on the Senate decision, a full-time university study programme may be subject to 3 or 3, 5 years of study duration. In the structure of the university study program:

48.1. Subjects of the field studies, including practical training and preparation of the final theses, shall be allocated at least 120 credits;

48.2. The total volume of the planned practical training shall be at least 15 credits;

48.3. At least 15 credits shall be allocated for the preparation and defence of the final thesis. 15 credits cannot be divided into several semesters; if more than 15 credits are allocated for the final thesis, the remaining part can be in the same semester or transferred to other semesters.

49. College first cycle study programmes shall be 180, 210 or 240 credits. The duration of full-time studies shall be 3, 3,5 or 4 years, and of part-time studies 4,5, 5 or 6 years. In the structure of a college study programme:

49.1. The subjects of the field of study, including the practical training and preparation of the final thesis, shall be allocated at least 120 credits;

49.2. The total volume of the planned internship and other practical training shall be at least 30 credits (practical training shall be at least one-third of the study programme);

49.3. At least 9 credits shall be allocated for the preparation and defence of the final thesis and/or the final examination.

50. Persons having completed the first cycle (bachelor‘s) studies and achieved learning outcomes foreseen in the programme description shall be awarded a bachelor‘s qualification degree of a respective study field group. Having obtained a bachelor‘s qualification degree it shall be possible to proceed with studies in the second cycle (master‘s) studies.

51. The following types of the bachelor‘s qualification degrees shall be awarded:

51.1. a one-field study qualification degree with a title corresponding to the title of the fields‘ group to which a field has been attributed;

51.2. a qualification degree of the study programme of two fields, if study activities and methods are based on interaction of subjects in the interdisciplinary environment and if the title thereof corresponds to the titles of both fields‘groups to which the fields are attributed, or of the one field group – if the fields are attributed to the same group of fields. If there is a possibility to select a field, selection possibilities shall be indicated in the programme description;

51.3. a qualification degree of inter-field study programme if the programme includes studies of no more than three fields and if it is intended to acquire knowledge and skills associated by these fields. The title of inter-field study qualification degree shall correspond to the title of the

fields‘group to which a major (dominating) field is attributed. If there is a possibility to select a field, selection possibilities shall be indicated in the programme description.

The second cycle study programme

52. The second cycle (master‘s) studies are intended to prepare for independent research (art) work or any other work which requires scientific knowledge and analytical skills.

53. The volume of the second cycle study programme shall be at least 90 study credits and no more than 120 study credits. The length of the study programme shall be 1,5–2 years in the case of the full-time study form and 2–2,5 years in the case of the part-time study form. The following has been set out in the programme design:

53.1. at least 60 credits shall be allocated for the study subjects of the field(s);

53.2. University-established and student-elected subjects (modules) can form no more than 30 credits;

53.3. at least 30 credits shall be allocated for the preparation and defence of the final theses.

54. Acquisition of Master‘s of Business Administration (MBA) degree may be also subject to compiling a master‘s study programme of 60 credits with a duration of 1 year. At least 45 credits shall be allocated for the field study subjects.

55. Persons having completed the second cycle studies and achieved learning outcomes set in the programme shall be awarded a master‘s qualification degree of a respective study field group. Persons having acquired a master‘s qualification degree shall be able to continue studies in doctoral studies.

56. The following types of the master‘s qualification degrees shall be awarded:

56.1. a one-field study qualification degree with its title corresponding to the title of the field group to which a field has been attributed;

56.2. an inter-field study programme qualification degree in the case of striving for associated knowledge and abilities. The programme may embrace no more than three-field studies. The title of the qualification degree shall correspond to the title of the field group to which a major (dominating) field is attributed. If there is a possibility to select a field, selection possibilities shall be indicated in the programme description;

56.3. Master‘s of Business Administration (MBA) degree shall be acquired having completed a business field master‘s programme which provides for persons, who have acquired a bachelor‘s or a professional bachelor‘s degree, a possibility to gain broader business administration competences.

57. A study programme must ensure that a person having completed it and acquired a master‘s qualification degree will have higher competences than those achieved in the first cycle studies.

Integrated study programme

58. Integrated studies include the first and the second cycle studies. Integrated studies may be organized only in the case when it is impossible to prepare a specialist in the first study cycle, and it is of no purpose to divide studies into two cycles or this has been established in legal acts.

59. The volume of integrated study programmes may be 300 or 360 credits, including:

59.1. practical training with a total compulsory volume of at least 20 credits;

59.2. period for the preparation and defence of the final theses with at least 30 credits.

60. A part of integrated studies covering no more than 240 credits shall be attributed to the first cycle university studies, whereas the remaining part – to the second cycle studies. The design of the both parts of the programme and their implementation requirements shall be the same as for the study programmes of the respective study fields.

61. Persons having completed integrated studies and achieved learning outcomes set in the programme shall be awarded a master‘s qualification degree of a respective study field group. Persons having acquired a master‘s qualification degree shall be able to continue studies in doctoral studies or undertake professional activity.

Joint study programme

62. The purpose of the joint programme is to create for the students a possibility to acquire more knowledge and abilities than through the study programme implemented by one higher education institution.

63. A joint study programme shall be jointly carried out by at least two universities.

64. A joint study programme must be compiled and carried out in accordance with the study programme implementation agreement signed by all higher education institutions and it must not contradict to the legal acts of those higher education institutions.

65. The volume of the joint study programme must be in line with the requirements due for the volume of the study programme laid down by the national legal acts of partnering higher education institutions.

66. Joint programmes shall be started as soon as they come into force in all the countries of the higher education institutions implementing them.

67. A joint programme shall be implemented while ensuring integrity of the content and study outcomes of the programme parts implemented by partnering higher education institutions, academic student and teacher mobility and partnership-based management. A significant part of the joint programme must be implemented based on physical academic mobility. Physical student mobility shall be mandatory.

68. Persons having completed a joint study programme and achieved learning outcomes set in the programme shall be awarded a joint qualification degree in accordance with the procedure laid down in the agreement signed by the University and higher education institutions.

Bridging university studies

69. The purpose of the bridging university studies is to provide missing knowledge and abilities for the graduates who have completed a professional bachelor‘s degree and wish to acquire university education.

70. The list of universities of applied sciences and study programmes of a respective profile, when the persons who have completed them may enter the bridging studies, shall be adjusted and provided to the Entrant Admission and Information Centre by faculty deans and the Director of the Lithuanian Maritime Academy (hereinafter referred to as the deans). Possibilities for the graduates of the universities of applied sciences shall be published on the VILNIUS TECH web site.

71. Graduates of other (than allowed to enter under the calculator of possibilities) univeresities of applied sciences, specialised secondary education institutions, post-secondary technical education institutions not included in the University list may also be admitted to bridging university studies with the total volume of no more than 120 credits after having analysed the content of studied subjects indicated in the diploma supplement and having identified which study subjects could be included in the programme that they intend to study in.

72. The plan of bridging university studies shall be compiled following the list of subjects compulsory under the first cycle study programme which have not been studied during the previous studies, or the volume of studied subjects is not sufficient.

73. The list of compulsory subjects must be in conformity with the list of study subjects of the University first cycle study programme registered in the Register of Studies, Training Programmes and Qualifications.

74. Persons having completed bridging university studies shall be awarded a bachelor‘s qualification degree of a respective study field group with the right to continue studies in the second cycle (master‘s) studies.

Bridge courses

75. Bridge courses are intended for persons who seek to continue studies under the master‘s study programmes and who do not satisfy admission conditions set by the University for entering master‘s studies at the University in case of:

75.1. persons holding a university bachelor‘s qualification degree and wishing to enter master‘s study programmes of a field other than master‘s study programmes of the completed bachelor‘s studies;

75.2. persons holding a professional bachelor‘s qualification degree and a diploma of higher non-university education or post-secondary technical education and training.

76. Bridge courses shall be implemented in accordance with the programmes approved for bridge courses or individual plans of the bridge courses, when those plans are compiled from the compulsory subjects set in the study programme which the persons intending to enter the second cycle study programmes had not studied before.

77. Bridge courses may be joined with master‘s studies.

78. Free movers who have completed bridge courses shall receive academic records including a list of studied subjects, credits and assessments.

79. Free movers who have completed bridge courses shall be given the right to enter by way of competition the VILNIUS TECH master‘s study programmes of a respective field.

80. Bridge courses shall be carried out in accordance with the procedure laid down by the University.

Partial studies

81. Partial studies are intended:

81.1. for the persons who arrived to the University under exchange programmes;

81.2. University students willing to acquire additional knowledge or abilities in another study programme than that being studied;

81.3. persons seeking to acquire relevant knowledge and abilities while studying a certain part of the programme.

82. Organisation of partial studies for persons who arrived to the University under exchange programmes shall be established by the rector.

83. Persons having completed partial studies shall be awarded an academic record indicating the titles of the studied subjects, number of credits of these subjects and assessments received.

84. The procedure for organizing partial studies shall be established by the rector.

CHAPTER IV
ADMISSION TO THE UNIVERSITY

85. Student admission to the University shall be carried out in accordance with the Admission Rules for First Cycle Studies, Integrated Studies, and Second Cycle Studies, which shall be approved each year and made public.

86. Admissions shall be organised by the Admission and Information Centre of the University.

87. Persons admitted to the University by way of competition shall take up state-funded study places. Persons who have failed to get them may study in places not funded by the state.

88. The total number of study places shall be established by the University with regard to the possibilities to assure the quality of studies.

89. Entrants who have acquired not lower than secondary or equivalent education shall be admitted to the first cycle and integrated studies by way of competition in accordance with legal acts approved by the Minister of Education, Science and Sport and by University admission rules.

90. Persons with at least secondary education and a professional qualification acquired according to the profesional training programme corresponding to the fourth level of the Lithuanian Qualifications Framework, taking into account their learning achievements and other criteria established by the higher education institution, and after assessment of the requirements set out in the professional standards and the descriptions of study fields, shall be admitted to the University short cycle studies by way of a competitive examination.

91. Persons who have acquired a professional bachelor‘s qualification degree shall be admitted to the first cycle bridging studies or bridge courses not funded by the state.

92. Persons holding at least a bachelor‘s qualification degree or an equivalent degree and of the same or similar study field shall be admitted to the second cycle studies by way of competition as well as persons holding a professional bachelor‘s qualification degree and having completed bridge courses at the University, entering a master‘s study programme corresponding to the content of the bridge courses, or satisfying other requirements established by the University, having received a permit issued by the pro-dean of the faculty to enter a specific master‘s study programme.

93. The procedure of admission to the bridge course shall be established by the rector.

94. Admission to joint study programmes shall be carried out based on the agreement of the universities fulfilling a joint study programme in accordance with the procedure valid for the admission to studies in those countries and described in the joint activity agreement of the partners fulfilling the described study programme.

95. Students and free movers of Lithuanian and foreign higher education institutions shall be admitted to the University partial studies.

96. Admission to the University of the persons who have acquired education at the institutions of foreign countries, also of the children, grandchildren and great-grandchildren of the diasporas and foreigners of Lithuanian origin shall be carried out and financing of studies shall be established in accordance with the laws and legal acts of the Republic of Lithuania and internal regulations of the University.

97. Recognition of education of the persons who acquired education at the institutions of foreign countries shall be carried out in accordance with the procedure established by the Government.

98. Admission to higher semesters shall be carried out at least two times a year, before the start of the autumn and spring semester. Admission shall be carried out by the faculties.

99. Learning outcomes achieved by the persons who studied or are studying in Lithuanian or in foreign higher education institutions under the study programmes of higher education or who have completed those institutions and are willing to continue studies at the University shall be included based on the procedure for the inclusion of study outcomes at the University.

100. Agreement of the prescribed form shall be concluded with students and free movers admitted to the University.

CHAPTER V
FUNDING OF STUDIES, SCHOLARSHIPS

Funding of studies

101. According to the form of funding studies at the University are:

101.1. state-funded;

101.2. non-state-funded.

102. The form of funding, the procedure for funding distribution and amendment and for the compensation of the paid tuition fee shall be governed by the legal acts of the Republic of Lithuania and internal legal acts of the University.

103. The contribution for studies established by the Senate shall be paid by:

103.1. foreigners, except persons referred to in the Law on Science and Studies, as well as citizens of the member states of the European Union and other states of the European Economic Space if otherwise not established by international agreements or other legal acts of the Republic of Lithuania;

103.2. persons who have failed to receive study places in which studies of the admitted students are paid from the state budget;

103.3. other persons and in other cases laid down by the legal acts.

104. Amounts for the first cycle, the second cycle and integrated studies and additional services shall be established and published by the Senate.

105. Persons admitted to non-state-funded places of the first cycle and the second cycle and integrated studies at the University shall be not entitled to state-funded study places or to the compensation of the tuition fee if they are:

105.1. persons repeatedly studying under the study programme of the same or lower cycle if they received more than half of the credits of that study programme using the money from the state budget;

105.2. persons simultaneously studying under two or more study programmes of the same cycle, if their studies under at least one of these study programmes are fully or in part funded from the state budget (they shall pay for the second and other study programmes).

106. The fee in proportion with the volume of the subject shall be paid for the subject studies by:

106.1. persons studying in partial studies, except those studying under exchange programmes;

106.2. persons repeating individual subjects (modules) of the study programme;

107. The tuition fee or its part may paid for a student studying in a non-state-funded place by employers of the studying person, other natural and legal persons.

108. Discounts of the contributions for the studies may be made only based on the procedure laid down by the University.

109. People with disabilities shall be subject to financial support in accordance with the procedure laid down by the University.

Scholarships and other student support

110. Social, incentive, targeted and study scholarships and benefits may be paid for the students.

111. Allocation of the scholarships and benefits is governed by the Senate and in cases of exchange programmes – by the rector.

112. University students may also be subject to the provision of other support allocated from the state budget.

CHAPTER VI
STUDY PROCESS

Language of instruction

113. The main language of instruction is Lithuanian.

114. Part of the study programme or all study subjects (modules) can be instructed in foreign language as well.

115. Studies in a foreign language are organized in accordance with the procedure laid down by the University.

General Study Organisation Provisions

116. Studies at the University shall be organized in the accredited study fields under study programmes.

117. Studies shall be planned, organized and implemented in the faculties and departments. Academic Affairs Office shall co-ordinate the study process.

118. University Study Committee, Faculty Study Committees and Study programme Committees shall supervise the study process and carry out internal study quality assessment.

119. Objectives, learning outcomes, study methods, student attainment assessment methods and attendance requirements have been described in the study programme descriptions and study subject (module) cards placed on the internal University Information System and VILNIUS TECH web site (*www.vilniustech.lt*).

120. The study program shall be implemented through study subjects (modules). The description of a study subject (module) includes: affiliation to the program, affiliation to the field of study and group of fields of study, code, credits, form of examination, distribution of hours according to study forms and methods, annotation, objective, literature, required IT resources, content of independent work, schedule of independent work, list of topics of lectures, exercises, list of laboratory work, links between study results of the program, results of the study subject, study

methods, methods of assessing student achievements, criteria for assessing student achievements by levels, compiler, head of department, validity of attestation, chairman of the faculty study committee.

121. Requirements for a study programme (design of the study programme, content and learning outcomes, volume, etc.) are the same irrespective of the study form.

122. Students must register on the University Information System for the studies of elective subjects in the study programme in accordance with the procedure established by University.

123. Internship provided for in the study programme shall be a mandatory part of the studies. Professional internships and practical training may be conducted at the University or in external organisations. The procedure for organising, conducting and reporting on student internships at the University is regulated by the Description of the Procedure for the Organisation of Study Internship at the University.

124. Professional internship shall be carried out in Lithuanian or foreign companies/organisations with which a student's practical training contract is concluded (between the company/organisation, the University and the student).

125. Specialisation of the first-cycle study program shall be carried out if the recommended minimum number of students opting for the specialisation is reached:

126. In the study programs of the group of arts study fields – 4;

127. In the study programs of the study groups of informatics/engineering/technology/mathematical sciences – 10;

128. In the study programs of social/business and public management study groups – 15.

129. If the specialisations of a study programme do not have the minimum number of students who have chosen a specialisation, the specialisation chosen by the higher number of students shall be pursued.

130. Students who have not chosen specialisations are registered for them by the decision of the Vice-Dean of the Faculty of Studies.

131. The choice of specialisations shall be approved by a decree of the Dean of the Faculty.

132. A student is allowed to change specialisation if there are vacancies in the specialisation a student intends to study and if the minimum number of students in the chosen specialisation remains. A student wishing to change specialisation shall apply in writing to the Dean of the Faculty at least 10 calendar days before the start of studies in the specialisation.

133. Students may choose additional study subjects/modules offered by academic departments that exceed the study credits of the study programme. These study subjects (modules) are paid. A certificate shall be issued upon completion of these study subjects (modules).

134. The possibilities offered by artificial intelligence tools can be used in the study process, in accordance with the Rules for Responsible Use of Artificial Intelligence.

Study Calendar Timetables

135. Study calendar tables of all forms shall be drawn for an academic year, approved and published by the University rector.

136. The academic year at the University usually starts on the 1st of September and ends on the 31st of August, including holidays, excluding final study year, when academic year ends on the dates indicated in the study timetable.

137. The academic year consists of two semesters: autumn and spring. The autumn semester starts on 2 September and the spring semester on the first Monday of February.

138. Study calendar timetables denoting the beginning and end of the semesters, pre-session examination time, the beginning and end of the sessions, the beginning and end of the retaking, the beginning and end of the retaking in the commissions and the beginning and end of the preparation and defence of the final theses for each academic year shall be drawn by the Academic Affairs Office.

139. One study week shall be equivalent to 40 student work hours, including independent work hours. While accounting the hours of study lectures, exercises and laboratory works, the work hours shall be compared to academic hours. One academic hour is equal to 45 minutes.

140. Full-time students are usually given:

140.1. winter holidays of the duration of one week after the autumn semester;

140.2. at least one month's uninterrupted summer leave during the academic year.

Study Timetables

141. Study timetables shall include all study subjects (modules) envisaged in the study programme. The faculty dean shall approve the timetables in collaboration with the Academic Affairs Office.

142. Study timetables shall be published on the University Information System.

143. All teachers working at the University must pre-plan student consultation hours at the University with no less than 2 hours a week. Teacher consultation timetables over the first semester week shall be drawn and approved by the heads of the departments. The department must upload the timetable on the University Information System, and it must be visible on *mano.VILNIUSTECH IS*.

144. If the teacher can‘t run the classes planned in the timetable:

144.1. Due to the trip, he must up-front (at least one week in advance is recommended) agree with the dean on the timetable of the transfer of the classes to another time or on the substitution timetable communicated to the head of the department and Accademic Affiars Office of by submitting a request in the Document Management System. The teacher must ensure that students are up-front notified of the adjustments to the timetable;

144.2. Due to illness or other justified causes, the teacher must inform the Head of Department and/or the Dean of the Faculty or the Vice-Dean of Studies. The Head of Department or administrator must arrange for the transfer or substitution of classes and inform the students accordingly.

Individual Study Plans

145. Students and free movers may study under individual study plans which are drawn by arranging the subjects (modules) of the study programmes across a certain period of time in line with the needs of the students (free movers).

146. The individual study plan shall be drawn by selecting study subjects from the study programme or programmes. The yearly volume of the individual study plan during the academic year is usually not bigger than 45 credits.

147. The individual study plan for free movers of partial studies shall be drawn during the first two weeks of the semesters, for students seeking to obtain a degree admitted to a higher year – during two weeks after admission (except summer holidays). The individual study plan shall be approved by the dean.

148. All documents on the fulfilment of the student‘s individual study plan shall serve as a legal basis to issue a diploma of a respective qualification degree and, in case of uncompleted studies, – an academic record.

Combining Different Study Programmes

149. Full-time students may combine studies with part-time studies.

150. Two full-time study programmes shall be combined by studying one of them under the individual study plan.

151. Students studying under cycle study programmes may combine them with bridge or partial studies.

Electronic Organisation of Studies

152. The study programme may be studied in a part-time distance learning format using digital technologies and combining synchronous and asynchronous methods of organising classes.

153. Study subject modules and/or individual classes may be conducted remotely with studies organised in a hybrid mode of study.

154. Study subject modules and/or individual classes may be delivered remotely to part of a group of students, and simultaneously in a contact mode to the other part of the group of students, by means of a hybrid mode of study.

155. When carrying out all forms of studies in the University's virtual learning environment "Moodle", students must be provided with all the information and study materials necessary for the classes.

156. The electronic studies process shall be organised in accordance with the description of the procedure for organizing electronic studies at the University.

International Mobility of Students

157. The University shall create for the students conditions to participate in international student exchanges under *Erasmus*+ and other programmes and University agreements. International Relations Office shall inform about possibilities of study and traineeship exchanges and selection criteria and it shall implement student selection for international exchange programmes of exchanges.

158. International student exchanges and international traineeship shall be organized under the procedure established by the University.

159. Study outcomes for the students who had travelled abroad to study or traineeship under exchange programmes or University agreements shall be validated based on the procedure established by the University.

CHAPTER VII
ASSESSMENT OF STUDY ACHIEVEMENTS

160. Achievement levels – excellent, typical, threshold – shall be applied to assess the achievements of the University students.

161. A ten-point learning outcomes assessment scale shall be associated with the levels of the achievements of the study subjects (modules) as follows: an excellent level of study performance – 10 and 9; a typical study performance level – 8 and 7; a threshold study performance level – 6 and 5.

162. Only student performance provided in the description of the course unit (module) is assessed. Assessment of the learning outcomes of the study subject (module) shall be carried out during the entire semester and examination period. The arrangement of the cumulative score has been indicated in the card of each study subject (module).

163. Studies of each study subject (module) shall be completed by a final assignment. The final assignment shall be assessed by a grade or by a judgment passed (failed). The teaching staff member may increase the assessment by 1 point, considering active student involvement and/or qualitatively completed assignments.

164. Interim credits shall be completed and awarded by the beginning of the examination period. The student shall not be allowed to take the final assignment if he has not achieved a threshold level of achievements for each of the interim credit.

165. Results of all assignments shall be published for the students and discussed in accordance with the norms of academic ethics.

166. All learning outcomes shall be accounted for in the University Information System.

167. While in the process of studies, University teachers, students and free movers shall follow academic honesty principles described in the University Code of Academic Ethics. Dishonesty shall be not tolerated at the University. Any attempt of the student to use information sources in inadmissible ways shall be deemed to be dishonest behaviour. The teacher shall enter in the final assignment roll a respective note for dishonest behaviour at the time of the assignment. The penalty shall be imposed by the dean.

168. The University shall have a right to carry out a random inspection of the student‘s written work using a specialized system for checking matching texts.

169. A student, who disagrees with the assessment or wishes to apply concerning violations of the procedure for the assessment of the achievements, may submit a written appeal to vilniustech@vilniustech.lt. The appeal shall be submitted and handled based on the procedure established by the University.

170. No decision of the faculty administration in respect of a student related to study outcomes in question shall be passed until the dispute handling commission submits its decision.

171. Assessment of student achievements, forms and methods of assignments as well as the procedure for organising the assignment has been established by the Senate.

CHAPTER VIII
ASSESSMENT OF NON-FORMAL AND INFORMAL LEARNING ACHIEVEMENTS AND THEIR RECOGNITION AS LEARNING OUTCOMES

172. Non-formally or informally acquired competencies may be assessed at the University if the person wishes so.

173. Non-formally acquired learning achievements shall be assessed and competences shall be recognized based on the procedure established by the University.

174. Non-formally acquired competencies may be assessed at the University and competencies may be recognized:

174.1. in order to define acquired learning achievements as a foundation of the competency;

174.2. in order to attribute them to a certain study field and create a basis for awarding a respective higher education qualification/qualification degree.

175. Only such non-formally acquired learning achievements will be recognized which the person can substantiate and prove to be as learning outcomes set out in a study programme.

176. The decision concerning the assessment of the learning achievements acquired in a non-formal way may be positive, positive in part and negative.

177. If the person does not agree with the decision concerning non-formally acquired learning achievements, he shall have a right to submit an appeal which will be handled in accordance with the Appeals Handling Procedure established at the University.

CHAPTER IX
CHANGE OF THE STUDY PROGRAMME, THE STUDY FUNDING

Changing Study Programme, its Form

178. It shall be allowed to change a form of study and/or study programme in the same study field group at the same or another state higher education instituion without changing the type of the study programme (university, college studies) no earlier than after the completion of the first semester of the first study year for persons studying under first cycle, second cycle, integrated and professional study programmes.

179. A study programme and/or form of study shall be changed in accordance with the procedure established by the Government, while maintaining state funding.

180. The decision to change the study programme shall be taken by the Dean of the faculty to which the student intends to transfer, taking into account the differences between the study programmes. A student studying in a state-funded place may study additional study subjects resulting from changing the study program free of charge.

181. Outcomes of the partial studies of the student changing a programme shall be validated having checked their compliance with formal and subject matter requirements (objectives, content, volume, etc.) of the subject studies. It shall be possible to include no more than 75 per cent of the volume of the desired first cycle, second cycle or integrated study programme.

182. Change of the study programme while changing a higher education institution shall be executed upon termination of the study agreement in place at the University and upon signing a new study agreement, whereas in case the higher education institution is not changed, the study programme shall be changed upon changing the agreement in place at the University in accordance

with the description of the procedure for concluding study agreements in force at that time at the University.

183. Students who have changed a study programme, must liquidate academic changes of the programme at the University no later than within two semesters following the change of the study programme.

184. Change of the study form must be executed no later than in four weeks from the beginning of the semester.

Change of the Studies‘ Funding

185. A student with at least one academic debt at the end of the assessment period (from the 1st of September till the 31st of August) shall loose a state-funded place while carrying out competition for taking up a state-funded place.

186. A possibility shall be created for a student, who has lost state funding, to study in a non-state funded place as of the next study semester by paying a tuition fee set by the University.

187. An advanced, non-state-funded student, who has received the best study outcomes, may take up a vacant state-funded place in the same study field, in the same course, and in the same study form if legal acts allow him to take up this place and if until the present he had been fulfilling all financial obligations for the University. Taking up of the funded places shall be regulated by the procedure established by the University.

188. The part of the state funding for studies in the amount not bigger than a normal tuition fee shall remain for a student changing a study programme. If:

188.1. the price for a study programme to which the student is transferring is bigger than that of the studied study programme, the funds of the state budget of the Republic of Lithuania will be used to pay the price for the studied study programme. In this case, the price difference from the beginning of the semester studies shall be paid by a student changing the programme;

188.2. the price of the study programme to which the student is transferring is not higher than that of the studied study programme, the difference shall be paid from the beginning of the semester of study by the state budget of the Republic of Lithuania will be used to pay for the study programme, the price set by the higher education institution.

CHAPTER X
SUSPENSION AND TERMINATION OF STUDIES

Suspension of Studies

189. Studies may be suspended for the following reasons:

189.1. academic leave of absence;

189.2. when a student wants to repeat the course;

189.3. when a student without academic debts asks to suspend studies on his own will.

190. Students may be given an academic leave of absence at their own request and not to lose a student status and a right to continue studies in a state-funded place after an academic leave of absence if they had been studying in it at the time of going on an academic leave of absence:

190.1. due to illness, based on the recommendation of a physician or a medical consultation board;

190.2. due to pregnancy and labour;

190.3. due to child care;

190.4. due to personal reasons;

190.5. due to conscription for the army.

191. Length of academic leave of absence:

191.1. due to pregnancy, labour and illness academic leave of absence shall be given for one year, based on the recommendation of a physician or a medical consultation board to continue the leave, it may be extended;

191.2. child care leave – up to 3 years;

191.3. due to personal reasons academic leave of absence shall be given once in a study period for no longer than one study year;

191.4. due to conscription for the army – no longer than year.

191.5. Students seeking to resume studies after an academic leave of absence must submit a request to continue studies. Return of the student shall be executed by the rector‘s order.

192. Students having academic debts may suspend studies due to course repetition. Repetition of the course shall mean repetitive studies of one or several study subjects (modules) in the same semester. A student willing to repeat the course shall submit a request and pay a prescribed contribution only for those study subjects (modules) which were assessed negatively. Students repeating the course shall continue studies in a non-state-funded place.

193. Students having no academic debts may, until the beginning of the session, submit a request to suspend studies on their own will for no longer than for a period of one year. Studies may not be suspended in the first semester of the first study year. The date of the continuation of the studies shall have to coincide with the start of the session. In such a case students shall be not crossed out from the lists of students, but they shall loose a state-funded place. Studies may be suspended no more than two times over the entire study period. A student, at his request in writing, may resume studies before the term of study suspension expires.

Termination of Studies

194. Studies shall be terminated and the student crossed out from the list of students:

194.1. at the student‘s own request;

194.2. for failure to return back from academic leave of absence;

194.3. for failure to return after the suspension of studies;

194.4. for failure to implement financial obligations of the agreement (unpaid contribution for studies, etc.);

194.5. for academic failures;

194.6. in case of death.

195. A student may be expelled from the University:

195.1. for failure to implement a study agreement with the university;

195.2. for the breach of University Statute and internal articles;

195.3. for academic unfair practices.

196. Students shall be crossed out from the lists of students or expelled from the University at the rector‘s order by indicating the causes of crossing out or expulsion.

197. Persons terminating studies must settle accounts with the University in the established manner.

198. If a person, who has terminated studies, so requests, an academic (study) certificate on the taken subjects shall be issued to him.

199. A student who has not returned from an academic leave or study break in time shall be removed from the list of students: in the autumn semester, no later than 30 September; in the spring semester, no later than 28 February.

CHAPTER XI
COMPLETION OF STUDIES

200. A person who has achieved all learning outcomes set out in the programme shall be deemed to be a graduate of the University.

201. Studies shall be completed by defending final theses based on the procedure established by the University rector. In specific cases, studies may be completed by defending final theses and taking final qualifying examinations, which shall be organised and conducted in accordance with the procedures established by the University.

202. Students who have failed to submit a final theses by the deadline set in the timetable shall be crossed out from the list of students. Such persons may register for the preparation and defence of the final theses for the next school year as a student paying for studies.

203. University students who have completed cycle study programmes shall be issued a diploma attesting to the awarded qualification degree and a diploma supplement. The diploma supplement is an inseparable part of professional bachelor's, bachelor's and master's diplomas stating the title of the study programme and the study outcomes achieved.

204. Diplomas and diploma supplements shall be issued by the University in accordance with the procedure approved by the Republic of Lithuania Minister of Education, Science and Sport.

205. Students who have implemented the first study cycle and the second study cycle, or integrated study programmes exceptionally well and have distinguished themselves in their field of research and art shall be awarded a diploma *Cum Laude* and *Magna Cum Laude*.

206. Diplomas *Cum Laude* and *Magna Cum Laude* shall be issued based on the procedure established by the University Senate.

CHAPTER XII
STUDY QUALITY ASSURANCE

207. The University shall be responsible for the quality of the activity pursued in the fields of research, art, studies and other fields.

208. In implementing its mission the University has created and is further developing a quality management system embracing all processes of the University‘s activity in line with Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG). Internal study quality assurance University documents must comply with the European higher education documents governing study quality assurance, provisions of the Law on Higher Education and Research, orders of the Republic of Lithuania Minister of Education, Science and Sport.

209. For the purposes of evaluating and improving the quality of studies, surveys are carried out based on the procedure of their organization established by the rector.

210. General feedback results shall be discussed in the meetings of the rectorate, dean‘s offices, University Studies Committee and study programme committees. Statistics of the results of the feedback shall be available for academic community members via *mano.vilniustech.lt*. Long-term feedback results shall be used by study programme committees for the improvement of the programmes. Each year deans of the faculties, taking into account proposals from the students, shall place brief information on *mano.vilniustech.lt* about activities implemented. Long-term feedback results are used by study program committees to improve programs.

211. Study programme committees shall be responsible for the assurance of the quality of the study programmes and their permanent improvement based on the provisions of the Study Programme Committee.

212. The quality of studies at the University shall be assured and improved while:

212.1. carrying out external evaluation of the study quality at the Centre for Quality Assessment in Higher Education or any other international quality assurance agency included in the European Quality Assurance Register for Higher Education and publishing the results of the external study quality evaluation;

212.2. performing internal evaluation of study quality;

212.3. regularly updating study programmes based on the conclusions of self-assessment and external evaluation;

212.4. evaluating feedback and taking respective decisions;

212.5. ensuring learning resources and infrastructure required for studies;

212.6. improving teaching staff qualification and competencies;

212.7. observing and analysing the course of studies;

212.8. promoting application of innovative teaching and knowledge assessment methods;

212.9. applying other measures.

213. While assuring qualitative implementation of the study process at the University, academic classes shall be subject to the monitoring involving two objectives:

213.1. to carry out an administrative check in order to assure factual implementation of the study process under the timetable approved for the lectures;

213.2. to monitor the quality of the classes and share good practice examples at the University.

214. Monitoring of academic classes shall be implemented based on the procedure laid down by the University.

215. The University collects various quantitative and qualitative data on studies to analyse and evaluate the study process and the quality of studies, as well as to monitor the progress of students' achievements.

216. Antanas Gustaitis' Aviation Institute shall apply the requirements of the applicable directives to comply with the requirements of Convention on International Civil Aviation signed on 7 December 1944 and Regulation (EU) 2018/1139 of the European Parliament and the Council, as well as with the national requirements. The scope of these requirements is aviation studies and non-formal adult education, and continuing professional training for air transport professionals.

217. Lithuanian Maritime Academy applies the requirements of the current ISO standard to comply with the requirements of the 1978 International Convention on Standards of Training, Certification and Watchkeeping (STCW) for Seafarers. The scope of application of the quality management system of LMA is maritime studies and non-formal adult education, and continuing professional training for water transport specialists.

CHAPTER XIII
RIGHTS AND OBLIGATIONS OF STUDENTS AND FREE MOVERS

Rights of Students and Free Movers

218. Students and free movers shall have a right:

218.1. to receive education under the study agreement as indicated in the study agreement corresponding to the volume and quality standards determined by the laws of the Republic of Lithuania, Vilnius Gediminas Technical University Statute and these Regulations;

218.2. to study several study programmes, as well as study programmes according to individual study plans; to participate in academic exchange;

218.3. to terminate, suspend and resume studies, to change a study field, programme, its form under the established procedure and express one's opinion concerning the study timetable; to study under an individual study plan;

218.4. to study under more than one study programme, to study other study subjects at the University or any other higher education institution;

218.5. to use methodological and scientific literature as well as learning resources, infrastructure and informational resources needed for the implementation of the study programme and available at the University; premises, libraries, laboratories, scientific equipment, and cultural, sports, recreational and practical training facilities of the University needed for studies;

218.6. to receive information associated with their studies, to take part in the study quality evaluation process and submit proposals concerning the improvement of the study quality; to select teachers if the same subject is taught by several teachers;

218.7. to express their ideas and attitudes without prejudice to the University's Code of Academic Ethics;

218.8. to address the University's Administration or Dispute Settlement Commission regarding breech of interests, to appeal against the assessment of study outcomes;

218.9. to elect student representation and be elected to it;

218.10. to participate in management of the University and self-management of the core academic units;

218.11. to propose the theme of the final work or select it from the proposed themes;

218.12. to account for work using alternative ways ensuring a possibility to achieve the set study outcomes if a student or a free mover has a disability preventing him from accounting under the established procedure;

218.13. a student who has failed in the final assignment shall have a right to repeat this assignment one time and free of charge under the procedure established by the University;

218.14. to address the administration of the faculty in order the study outcomes acquired at the University or any other Lithuanian or foreign higher education institution, as well as non-formally acquired competences were validated;

218.15. to suspend and resume studies based on the procedure established by the University;

218.16. to take academic leave of absence without losing a student status and right to continue studies after academic leave in a state-funded study place if they had been studying in it before taking that academic leave;

218.17. to receive a right to get a living place at the University‘s dormitory for an additional fee as well as to receive other services provided at the University;

218.18. to use the rights provided for by the laws, the University Statute and other legal acts.

219. Students and student organizations shall have a right to organize cultural, scientific, sport and other events.

Students‘ and free movers‘ obligations

220. Students and free movers must:

220.1. while in studies implement intended study aims;

220.2. study honestly and also exercise honest behaviour during assignments, when preparing the works provided for in the programme, doing research works and publishing their results, participating in different societal activities on behalf of the University, etc.;

220.3. fulfil obligations provided for in the study agreement;

220.4. to abide by the requirements of the Law on Higher Education and Research, University Statute, Code of Academic Ethic of University and other legal acts;

220.5. fulfil lawful instructions of the administration of the University‘s academic units;

220.6. follow official information published on the *manoVILNIUSTECH* account intended for a student, in the email box and in the places allocated for the announcements;

220.7. use for communication with the University (teachers, administration) an email post box created in the University email post system with the following address structure: name.surname@stud.vilniustech.lt (Lithuanian letters of the surname and name have to be replaced by Latin letters; if names and surnames of several students coincide, the name shall be followed by digits);

220.8. to abide by general moral norms and norms of the University‘s Code of Academic Ethics, not to exhibit behaviour undermining the good name and professional reputation of the University;

220.9. upon graduation/termination of studies implement obligations to library and other units of the University;

220.10. cover direct and indirect losses incurred on the University due to their fault.

CHAPTER XIV
INCENTIVES AND PENALTIES APPLICABLE TO STUDENTS AND FREE MOVERS

221. Students and free movers who have distinguished themselves in the academic, creative social, and sports life of the University may be awarded with the incentives, whereas penalties may be imposed on the students and free movers who have violated these Regulations, Statute of Vilnius Gediminas Technical University, requirements of the Code of Ethics or other legal acts.

222. Students and free movers may be awarded the following incentives attesting to the achievements in the fields of science, art, creation or sports:

222.1. citation;

222.2. letter of acknowledgement;

222.3. present;

222.4. scholarship (just for students);

222.5. lowering of the tuition fee;

222.6. other incentives established by the legal acts of the Republic of Lithuania and legal acts established by the University.

223. The following penalties may be imposed on students and free movers:

223.1. warning;
223.2. reprimand;
223.3. strict reprimand;
223.4. expulsion from the University.

224. Penalties and incentives shall be awarded by the decrees of the faculty deans or by the rector‘s orders, except expulsion of students and free movers from the University in which case only the rector shall have a right to take a decision.

225. A student and free mover who does not agree with the imposition of the penalty shall have a right to apply in writing to the dispute settlement commission no later than three working days from the announcement of the written penalty.

CHAPTER XV
FINAL PROVISIONS

226. In unforeseen and special cases, the Senate of the University shall have a right to take a decision concerning exceptions for the application of these Regulations based on the proposal of the rector.

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