

VILNIAUS KOLEGIJA STUDY PROCEDURE

CHAPTER I GENERAL PROVISIONS

1. The purpose of the Vilniaus kolegija Study Procedure (hereinafter referred to as the "Procedure") is to define the system, conditions, organisation and conduct of studies at Vilniaus kolegija (hereinafter referred to as the "VIKO"), the rights and obligations of students and listeners of VIKO.
2. For the purposes of this Procedure:
 - 2.1. **Academic Council** means the governing body of the academic affairs of VIKO, performing the functions stipulated in the Statute of VIKO and other legal acts.
 - 2.2. **Appeal** means a written reasoned request by a student for a review of the assessment of learning outcomes, the assessment procedure for learning outcomes or the crediting of learning outcomes.
 - 2.3. **Higher VIKO education** means education obtained in Lithuanian higher education establishments after completing VIKO study programmes leading to higher education qualifications, or recognised by the competent authority as equivalent to such education.
 - 2.4. **Dean** means the head of a faculty, who performs the functions and duties stipulated in the Statute of VIKO.
 - 2.5. **Diploma supplement** means a document that supplements the diploma with the data necessary for international academic and professional recognition, describing the substance and content of the studies completed and the country's higher education system, and is issued together with the diploma in Lithuanian and English.
 - 2.6. **Director** means VIKO's single-person governing body, acting on behalf of VIKO, representing VIKO, and performing the functions and duties set out in the Statute of VIKO.
 - 2.7. **Faculty** means a subunit of VIKO responsible for the organisation of studies, applied research and development and professional art activities carried out by groups of related fields of study, quality assurance of academic activities, and planning of the Faculty's activities.

- 2.8. **Department** means an academic subunit that curates study programmes in one or more fields of study. It organises, conducts and guarantees the quality of studies.
- 2.9. **Listener** means a person studying at VIKO under the non-formal adult education programme or studying individual study course units (modules).
- 2.10. **VIKO** means a higher education establishment which carries out applied research and development and/or the development of professional arts, provides studies based on these activities and on professional practice, offers higher education at VIKO level, and provides opportunities for lifelong learning.
- 2.11. **Competence** means the ability to perform a given activity on the basis of a set of acquired knowledge, skills, competences and values.
- 2.12. **Qualification** means a professional qualification awarded by a higher education establishment in accordance with the law. A qualification consists of a set of competences necessary for a professional activity.
- 2.13. **Distance education** means studies where contact work is carried out by combining physical and digital spaces and where the study course units (modules) studied are prepared and adapted for use in accordance with the procedures established by VIKO.
- 2.14. **Professional bachelor's degree** means a higher education qualification awarded to a person who has completed a programme of VIKO studies, as well as to a person with a professional bachelor's degree.
- 2.15. **Professional bachelor's diploma** means a higher education diploma awarded to persons who have completed their VIKO studies with a professional bachelor's degree or a professional bachelor's degree and qualification.
- 2.16. **Student** means a person studying at VIKO under a study programme.
- 2.17. **Study** means the study by a person who has attained at least secondary education, at VIKO in a specific study programme.
- 2.18. **Study course unit** means a part of a study programme consisting of several study outcomes that are related in terms of their content and are integrated, and which has a description that includes the number of credits, the amount of contact and independent work, the objective based on the learning outcomes of the course unit, and the topics necessary to achieve the learning outcomes of the course unit.
- 2.19. **Tuition fee** means the annual tuition fee for the relevant study programme, as established and approved by the Academic Council of VIKO.
- 2.20. **Study credit (hereinafter referred to as "credit")** means a unit of study volume that measures the average workload of a student required to achieve the study outcomes.

- 2.21. **Study Field Committee** means a group of competent persons who ensure the quality of the study field conducted by VIKO. In cases where only one study programme is conducted in a field of study, the Study Field Committee shall also act as the Study Programme Committee.
- 2.22. **Field of study** means an academic, professional and research field that is united by a common conception, learning outcomes and the ways in which they are achieved (teaching, studying, assessment).
- 2.23. **Study module** means a unit of study of a certain number of study credits, repeated in length, with a common aim and expected learning outcomes.
- 2.24. **Learning achievements** means results achieved by a student, which are determined by assessing the implementation of the results of a study course unit (module) or the entire study programme by means of the methods set out in the course unit (module) description, and are assigned to a particular level of achievement.
- 2.25. **Study Agreement** means an agreement setting out the terms and conditions of a student's studies at VIKO and the obligations of both parties.
- 2.26. **Certificate of studies** means a document in a prescribed form issued to a person who has completed individual course units (modules) leading to other qualifications.
- 2.27. **Study programme** means the totality and description of the implementation of a field(s) of study at a higher education establishment, which provides for the study outcomes and the study content, learning activities, methods, tools, human and other resources needed to achieve them.
- 2.28. **Study Programme Committee** means a group of competent persons formed to ensure the quality and needs of the description to be prepared for the study programme to be implemented, and after the programme has been registered in accordance with the procedure laid down by the Ministry of Education, Science and Sport of the Republic of Lithuania, to ensure the quality of the study programme being implemented.
- 2.29. **Learning outcomes** means statements describing what a student should know, understand and be able to do after completing a course unit (module) and/or programme of study.
- 2.30. **Study Agreement** means a document signed by the Director (or an authorised person) and the student, which establishes an agreement between the parties and formalises the relationship between the student and VIKO.
- 2.31. **Short cycle studies** means a cycle of higher education studies leading to a professional qualification according to the fifth level of the Lithuanian Qualifications Framework.

- 2.32. **Short cycle diploma** means a document awarded to a person who has completed a short cycle of study and obtained a qualification.
3. Other terms used in the Regulations correspond to the terms used in the Republic of Lithuania Law on Higher Education and Research and in the documents regulating the studies at VIKO.

CHAPTER II

ADMISSION OF STUDENTS AND LISTENERS

4. The procedure for admission to first-cycle VIKO and short cycle study programmes is laid down in the Student Admission Rules.
5. Persons who have passed the number of state matriculation examinations stipulated in the Law on Higher Education and Research, have at least secondary education and meet other requirements stipulated in the Law on Higher Education and Research, taking into account their learning outcomes, entrance examinations or other criteria set by the Academic Council, shall be admitted to the first-cycle collegiate study programmes by competition.
6. Admission to short cycle studies shall be open to persons with at least secondary education and a professional qualification obtained in a professional training programme corresponding to the fourth level of the Lithuanian Qualifications Framework, taking into account their learning achievements and other criteria established by the Academic Council, and after assessment of the requirements set out in the professional standards and descriptions of the fields of study.
7. VIKO admits students whose studies are financed by the State (hereinafter referred to as “State-funded students”) and students studying in study places not financed by the State (hereinafter referred to as “non-State-funded students”). Admitted students sign a study agreement in a form approved by the Academic Council.
8. Students who are not funded by the State pay a tuition fee at a rate approved by the Academic Council.
9. The total number of study places is proposed by the faculties and approved by the Academic Council, taking into account the possibility of ensuring the quality of studies.
10. Students are admitted by the Director: for the first semester of the first year, on the recommendation of the Admissions Commission; for the second semester of the first year and higher, on the recommendation of the Deans.
11. At least 3 years before 1 September of the relevant year, VIKO shall establish and publish a list of competitive course units by field of study, specifying the core course unit.

12. Foreign nationals shall be admitted to studies in a foreign language in accordance with the description of the procedure for admission of foreign nationals to the non-State-funded study places of Vilniaus kolegija approved by the Director.
13. Listeners shall be admitted by the Deans. Admissions are organised by the relevant faculty subunits. An agreement of a form established by VIKO is signed with listeners.
14. *No longer valid as of June 4, 2025.*

Amendment of the clause:

Decision No. AT N-7 of the Academic Council of June 4, 2025.

CHAPTER III

STUDY SYSTEM

15. Modes of study

- 15.1. VIKO offers full-time and part-time studies. Education completed in different modes of studies is equivalent.
- 15.2. The normal duration of full-time studies is 60 credits per year, but not less than 45 credits. Full-time studies can be full-time or sessional.
- 15.3. Part-time studies may be less than 45 credits per year, but the total duration must not be more than one-and-a-half times the duration of full-time studies. Part-time studies are organised on weekday evenings, Saturdays or in sessions; in between sessions, where students study independently, in consultation with lecturers, and may take part in mid-term examinations, lectures, practicals, traineeships, examinations, and the defence of independent works (projects).

16. Study programmes

- 16.1. Studies at VIKO are carried out according to first-cycle and short cycle study programmes in the relevant fields of study.
- 16.2. The length of the study programme is calculated in credits. One credit is equivalent to 25-30 hours of student work.
- 16.3. First-cycle study programmes can be 180 or 210 credits.
- 16.4. Short cycle study programmes can be 90 or 120 credits.
- 16.5. Study programmes are prepared in accordance with the descriptions of the relevant field of study (groups of fields of study), professional standards (for short cycle study programmes), the General Requirements for the Conduct of Studies, the Methodology for the Evaluation of Intended Study Programmes, and the learning outcomes on the need for specialists and the competences to be acquired.

- 16.6. The study programme shall be drawn up by the Study Programme Committee, which shall operate in accordance with the Regulations of the Study Programme Committee.
- 16.7. Study programmes can be interdisciplinary – designed to achieve linked learning outcomes in two or more fields of study.
- 16.8. Study programmes may be joint programmes, which VIKO conducts together with other higher education establishments in Lithuania or abroad. The structure, content, admission and performance requirements of a joint study programme shall be determined by the joint study programme agreement.
- 16.9. The study programme is implemented through course units (modules), which are classified according to the type of the course unit (module) into compulsory, optional (alternative) and free elective:
 - 16.9.1. compulsory course units (modules) are course units that provide the foundations of knowledge and competences for the chosen field of study;
 - 16.9.2. optional (alternative) course units (modules) are course units (modules) that substantially supplement the general VIKO education and the education in the chosen field of study. These course units (modules) include specialisation course units. The student must choose these course units (modules) from the list provided in the study programme plan in accordance with the procedure established by the faculty;
 - 16.9.3. free elective course units (modules) can be chosen from a list of course units offered by VIKO.
- 16.10. Course unit (module) descriptions shall be drawn up in accordance with the model form approved by order of the Director.
- 16.11. The study programme is periodically updated taking into account the needs of students, lecturers and employers, the needs of the faculty, the objectives of VIKO, etc.
- 16.12. A study programme is launched when the field of study is accredited. External evaluation and accreditation of the fields of study are carried out in accordance with the procedure established by the legal acts of the Republic of Lithuania.
17. Methods of organising studies
 - 17.1. The methods of organising studies are contact work, students' independent work and practical training. The methods of organising studies are specified in the descriptions of the course units (modules) studied:
 - 17.1.1. Contact work is the work of a student (lectures, practical training, assignments) under the direct supervision of a lecturer during the time scheduled in the study timetable. Contact time is measured in academic hours (45 minutes). The

minimum duration of contact work is 2 academic hours (1 hour for arts programmes). Contact work can also be telework. The amount of contact work in the study plan (including telework) must be at least 20 per cent, and at least 10 per cent in the case of direct participation of lecturers and students (other than contact telework);

- 17.1.2. Independent work is students' independent study based on assignments given by the teacher. The amount of independent work must be at least 30 per cent, unless otherwise specified in the description of the field of study;
- 17.1.3. traineeship is a part of studies that tests and develops students' knowledge, skills and abilities in practical professional activities. Traineeships are divided into educational, cognitive and professional activities.

CHAPTER IV

STUDY PROCESS

18. Language of instruction

- 18.1. The language of instruction at VIKO is Lithuanian.
- 18.2. VIKO may also offer courses in other languages when: the expected study outcomes are related to the knowledge of a foreign language; lectures are delivered or other academic activities are led by foreign lecturers; foreign students are studying in a particular study programme; studies are carried out in the framework of joint study programmes with higher education establishments of foreign countries.

19. Study timetable

- 19.1. The academic year at VIKO is divided into semesters and vacation periods. The academic year consists of two semesters, including autumn and spring semesters. The Academic Council shall determine the beginning and end of the academic year and semesters for each academic year.
- 19.2. The average duration of a semester of full-time studies is 20 weeks (average 30 credits), of which 2 to 4 weeks are devoted to an examination session.
- 19.3. Student leave, unless otherwise decided by the Academic Council, may include:
 - 19.3.1. Christmas and New Year – from 24 December to 1 January;
 - 19.3.2. winter – one week after the autumn semester examination session (may be not foreseen for students learning under modular study programmes);

19.3.3. Easter – one week before/after Easter in the calendar (Easter holidays may not be available);

19.3.4. summer – from 1 July to 31 August (if the study plan does not include a traineeship).

20. Organisation of studies

20.1. Contact work and examination sessions are held in accordance with the timetables and schedules approved by the Deans. The timetables shall be published at least one week before the start of the semester or examination session. Examination timetables are based on the agreement between the lecturer and the students.

20.2. The maximum number of contact hours per week is 28 academic hours.

Contact work may not exceed 8 academic hours per day (in the case of part-time studies, no more than 12 academic hours per weekday session, no more than 4 hours on weekday evenings and no more than 10 academic hours on Saturdays).

20.3. Traineeships are organised in accordance with the description of the procedure for organising student traineeships at Vilniaus kolegija and the procedure for organising student traineeships approved by the Dean of the faculty. Traineeships can also take place in July or August.

21. Registration for semester studies

21.1. Students are registered for semester studies at the study units of the faculties:

21.1.1. students who do not declare in writing their intention to withdraw are considered to be enrolled and continue their studies;

21.1.2. students returning to continue their studies after an academic leave are required to register for the semester one week before it starts;

21.2. The studies of specialisation, optional (alternative) and free elective course units (modules) are organised in accordance with the Vilniaus kolegija Procedure for Study Plan Individualisation and the Vilniaus kolegija Procedure for Free Elective Course Unit (Module) Study Organisation.

22. Semester studies

22.1. At the beginning of the course unit, the lecturer introduces students to the course unit (module) description: the aim of the course unit (module), the expected learning outcomes, the procedure for assessing learning outcomes and the criteria for assessing learning outcomes.

22.2. On release for the traineeship, the lecturer in charge of the traineeship shall familiarise the students with the traineeship description, which shall specify the objectives of the traineeship, the expected learning outcomes and the structure and criteria for the

assessment of the traineeship, and shall provide them with the self-study assignments. A tripartite practical training agreement shall be concluded between the student, VIKO and the host institution, except in cases where the practical training is carried out at VIKO.

23. Assessment of learning achievements

- 23.1. The principles and procedures for the assessment of learning achievements shall be laid down in the Description of the Procedure for the Assessment of Learning Achievements.
- 23.2. The lecturer must publish the course unit (module) grades, in accordance with the requirements of the protection of personal data, no later than within 5 working days, excluding the day of accounting. The final grade shall be published no later than the next working day after the end of the examination session (for module studies).
- 23.3. A student who is unable to attend the mid-term or final accounting due to illness or any other important reason shall, within 3 working days from the scheduled accounting date, inform the lecturer and/or the Head of the Faculty's Study Division of the reason for his/her absence, and shall submit a justification document immediately upon receipt of the document. In this case, the student shall be allowed to account for the studies at the time specified by the lecturer before the end of the current semester, and in the final semester of studies, no later than two weeks from the start of the final thesis/project, as specified in the study schedule. The accounting may be postponed on the grounds of illness or any other important reason with the permission of the Dean of the Faculty, but not later than the end of the following semester.
- 23.4. A student who receives a negative mark or fails to attend the final examinations without a justifiable reason shall be given the opportunity to re-sit the final examinations twice before the end of the current semester, and in the last semester of studies not later than within two weeks from the beginning of the final thesis (project) preparation defined in the study schedule, at a time designated by the lecturer, except for the cases provided for by the Regulations on the Procedure of Assessment of Learning Achievement. If a student has not made all the accounting stipulated in the course unit (module) description by the end of the current semester with positive grades, the final grade will not be recorded and the student is considered to have an academic debt for that course (module).

Amendment of the clause:

Decision No. AT N-7 of the Academic Council of June 4, 2025.

- 23.5. A student who, in the last semester of studies, fails to make all the accounting stipulated in the course unit (module) description with positive grades within two weeks from the start of the final thesis (project) preparation as stipulated in the study schedule, shall be withdrawn from the list of students in accordance with point 44.1 of these Regulations.

Amendment of the clause:

Decision No. AT N-7 of the Academic Council of June 4, 2025.

- 23.6. A student who disagrees with the course unit (module) assessment grades has the right to appeal to the Dean no later than within 3 working days from the date of publication of the assessment. The procedure for lodging appeals, the establishment of the Appeals Commission, the hearing of appeals and the adoption of decisions shall be governed by the Appeals Regulations of VIKO.
- 23.7. A student may improve the results of no more than 2 course units or 1 module during the entire period of study within a maximum of two weeks from the start of the final thesis/project, as specified in the study schedule. The student pursues the learning outcomes of the course unit or module independently. For credits in these course units (modules), students pay a fee equivalent to the amount of the re-accounting fee.
- 23.8. The assessed written works of students (examination essays, coursework, professional traineeship reports) are kept by the lecturer for one year. Final theses (projects) are kept in the department for 3 years after their defence.
- 24. Academic debts and their liquidation
 - 24.1. Academic debt means repeatedly failing to reach the threshold level of achievement in a course unit (module) within a specified period of time, i.e. failing to pass at least one accounting (mid-term and/or final) specified in the course unit (module) description and failing to obtain the final grade in the course unit (module).
 - 24.2. Academic debt can be rolled over once with a fixed payment.
 - 24.3. Students shall be allowed to clear their academic debts in the next semester of study at the time specified in the academic debt clearance timetable. Students in their final semester of study must clear their academic debts no later than two weeks after the start of the final thesis/project, as specified in the study schedule.

Amendment of the clause:

Decision No. AT N-7 of the Academic Council of June 4, 2025.

- 24.4. Students are allowed to retake a maximum of academic debt with 15 academic credits. Academic debts are liquidated in the next semester, provided that this credit limit is not exceeded. If academic debts are not liquidated within the time limit set in the academic debt retention schedule, the student has the right to apply to the Dean for the liquidation of the academic debt by repeating the course/module by submitting a reasoned request by e-mail. The student shall be informed of the Dean's decision by e-mail within 5 working days of the decision. If the dean authorises the liquidation of academic debts by repeating

the course (module) by paying for study credits, the deadline for the liquidation of academic debts is postponed for 1 year.

Amendment of the clause:

Decision No. AT N-7 of the Academic Council of June 4, 2025.

- 24.5. Academic debt taking timetables are approved by the Dean of the Faculty. The timetables are published 2 weeks into the new semester.
- 24.6. Students who do not clear their academic debts on time are expelled from VIKO.
- 25. Combining different study programmes and individual study timetable
 - 25.1. Persons wishing to study simultaneously in different study programmes shall be admitted to each programme in accordance with the same procedure (except for students who have completed at least one semester of study at a higher education establishment and have the results of their studies to prove it).
 - 25.2. Advanced students may be allowed by the Dean to study according to an individual study timetable at their request after the first semester. The individual semester study timetable shall be drafted by the student in consultation with the lecturers of the course units (modules) and approved by the Dean. The procedure for drawing up an individual study timetable is laid down in the Individual Study Timetable Procedure.
- 26. Students with individual needs arising from disabilities, impairments or learning difficulties may have their studies individualised at their request. The plan of the individualised study process is prepared by the Faculty's Study Division in coordination with the student and approved by the Dean. The procedure for the individualisation of the study process is laid down in the Description of the procedure for organising an individualised study process, taking into account the individual needs of students.
- 27. Accounting of studies
 - 27.1. The study records are the course unit (module) grade list, the academic report card, the group semester learning outcomes summary, and the final grade summary for all course units (modules) and the study results credit card, however, only in cases when the person has studied in higher education institutions in Lithuania or foreign countries and the results of his/her studies are creditable in accordance with the Description of the Procedure for Crediting Partial Study Results.

Amendment of the clause:

Decision No. AT N-7 of the Academic Council of June 4, 2025.

- 27.2. Entries in the course unit (module) gradebook of the course unit (module) learning outcomes shall be made by the course unit (module) lecturer(s).

- 27.3. The course unit (module) assessment shall be recorded in numerical (grade) and verbal form (the verbal equivalent of the grade shall be given in brackets) in the course unit (module) transcripts and academic report cards.
- 27.4. Academic accounting slips are registered at the faculties' study divisions.
- 27.5. The records of the study accounting documents shall be valid if they are clear, timely and signed by the lecturer who assessed the learning achievements.
- 27.6. At the end of the semester, within 2 weeks at the latest, the staff of the faculty's study division shall draw up a summary of the group's semester learning outcomes.

CHAPTER V

CHANGING A STUDY PROGRAMME OR MODE OF STUDY

28. Changing a study programme

- 28.1. A student wishing to change his/her study programme must have completed the first semester.
- 28.2. A student wishing to change his/her study programme must complete the semester without any academic debt.
- 28.3. A change of a study programme is possible if there are vacancies in the chosen study programme.
- 28.4. A person intending to study a programme in an arts group of study fields must pass a skills test if he or she has not taken the entrance examination for the arts study field group.
- 28.5. The faculties organising the studies may also lay down additional conditions for changing study programmes or modes of study.
- 28.6. A student wishing to change his/her study programme must submit a request to the Dean no later than 10 days before the start of the new semester.
- 28.7. A study programme may be changed in accordance with the procedure established by VIKO.
- 28.8. A student changing his/her study programme shall inform the study department of the faculty where he/she has been studying according to the changed study programme within 3 working days after obtaining the consent to study according to the chosen study programme at another faculty.
- 28.9. The change of a study programme shall be formalised by the termination of the existing Study Agreement and the signing of a new Study Agreement, and by an order of the Director.

29. Changing the mode of study

- 29.1. A student wishing to change the mode of study shall submit a request to the faculty study division concerned on behalf of the Dean.
- 29.2. The change of the mode of study shall be formalised by signing a arrangement for the change of the Study Agreement and by an order of the Dean.
30. The student shall be informed of the possibility of changing the study programme or mode of study no later than 5 working days after the acceptance of the application.
31. Credit differences in the current semester in course units (modules) resulting from a change in the study programme, course unit or mode of study shall be eliminated within the time limit set by the Dean of the Faculty. Students, regardless of the type of funding for their studies, pay the price set out in the Study Agreement for the credits in these course units (modules).
32. When a semester ends and a State-funded study place becomes vacant, it may be taken up in order of priority by the best student in the same field of study, in the same course of study, and in the same mode of study in a State-funded study place who meets the criteria for good performance.
33. A person who has studied in Lithuanian or foreign recognised higher education intitutions may be admitted to continue his/her studies under the study programme of VIKO by the order of the Director. The crediting of learning outcomes shall be carried out in accordance with the Description of the Procedure for Crediting Partial Study Results, which regulates the principles and procedure for crediting the results of studies achieved by a person at VKO. Credit differences in course units (modules) in the current semester resulting from the study programme shall be eliminated at a time to be determined by the Dean of the Faculty, and in the last semester of studies – not later than within two weeks from the start of the final thesis (project) preparation as scheduled in the study schedule. Students pay the price set for the current academic year for credits in these course units (modules). Such a person only applies for a study place that is not State-funded.

Amendment of the clause:

Decision No. AT N-7 of the Academic Council of June 4, 2025.

34. A student of VIKO or another higher education establishment studying in a State-funded study place may change the study programme at VIKO in the same field of study in the same study group in accordance with the procedure laid down and not lose the state funding until after the completion of the first semester of the first year of study without any academic debts. A student receiving a study scholarship from VIKO or another higher education establishment may change his/her study programme in the same field of study at VIKO in accordance with the procedure laid down in the Regulations and not lose the State funding before completing his/her first year of study without academic debts.

CHAPTER VI

ACADEMIC LEAVE FOR STUDENTS, SUSPENSION OF STUDIES, DELISTING OF STUDENTS AND RESUMPTION OF STUDIES

35. Students may be granted academic leave or be allowed to suspend their studies upon request to the Dean:
 - 35.1. Academic leave is granted:
 - 35.1.1. for pregnancy and childbirth, sickness, military service, for one year; if a medical advisory commission recommends continuing leave, it may be extended on request;
 - 35.1.2. for childcare until the child reaches the age of 3;
 - 35.1.3. for personal reasons, once during the study period for a maximum of one year;
 - 35.2. a student temporarily unable to continue his/her studies may be granted a suspension by the Dean once during the period of studies for a maximum period of one year. Suspension of studies is only possible if a student has taken academic leave and is studying at a place of study that is not State-funded.
36. In the cases provided for in point 35.1.3 of academic leave and in point 35.2 of suspension of studies, academic leave is granted in the last semester of studies at the latest within two weeks from the start of the final thesis/project as foreseen in the study schedule.
37. The duration of academic leave and suspension of studies shall be calculated from the date of the order granting it. Students who have been granted academic leave or allowed to suspend their studies in the first semester are reinstated in the first semester.
38. Academic leave and suspension of studies shall be authorised by an order of the Dean, stating the reason for the interruption of studies and the duration of the academic leave or suspension of studies.
39. Students returning after an academic leave continue their studies at a State-funded place of study if they were studying there before the academic leave.
40. If the study programme or study plan has changed during the academic leave or suspension of studies, students shall resolve the differences in the programme within the time limit set by the Dean, and in the last semester of studies – not later than within two weeks from the start of the final thesis (project) preparation as set forth in the study schedule. Students who have been granted academic leave or suspended their studies in the cases provided for in points 35.1.3 and 35.2 of these Regulations shall be required to pay the established credit price for the academic differences (credits). Students returning to their studies after academic leave (suspension of

studies) in a semester earlier than the one in which they were scheduled to return and repeating a course unit (module) or part of a module shall pay for the credits they are repeating.

41. At the end of the academic leave or suspension, the student shall submit an application for continuation of studies to the Dean and register at the time set forth in point 21.1. The return of a student from an academic leave or after the suspension of studies shall be documented by an order of the Dean.
42. Upon request to the Dean, the student may return to continue his/her studies before the end of the academic leave or suspension.
43. Students' studies at VIKO are terminated and they are removed from the student list:
 - 43.1. upon termination of studies at the student's request;
 - 43.2. when the student graduates;
 - 43.3. when objective reasons make the studies impossible (illness, death, etc.);
 - 43.4. when they are expelled from VIKO in accordance with point 44 of these Regulations;
 - 43.5. upon transferring to another institution;
 - 43.6. when the Study Agreement is terminated in other cases provided for by law.
44. A student shall be expelled from VIKO if he/she:
 - 44.1. failed to meet the requirements set out in the study programme;
 - 44.2. failed to comply with the financial terms of the Study Agreement with VIKO;
 - 44.3. did not register after academic leave or suspension;
 - 44.4. violated the requirements laid down in the Statute of VIKO, the Code of Academic Ethics, the Regulations and other legal acts regulating studies;
 - 44.5. did not agree to change his/her Study Agreement and take up a place as an unfunded student following the loss of State funding.
45. The studies shall be terminated by an order of the Director of VIKO on the recommendation of the Dean. In exceptional cases, the Director shall expel the student without the Dean's approval.
46. The Dean's proposal to expel the student shall include the reason for and the date of expulsion. The Director shall expel a student when the time limit for the submission of a request for dispute settlement has elapsed from the date of the request for expulsion as set out in point 75 of these Regulations, or when the student's request has been rejected in accordance with the procedure set out in that point. The student shall be informed of his/her expulsion from VIKO by e-mail within 5 working days of the decision being taken, sending him/her the Director's order.

Amendment of the clause:

Decision No. AT N-7 of the Academic Council of June 4, 2025.

47. Students who are delisted shall settle their accounts with VIKO.

48. After termination of studies, it is possible to resume them in accordance with the requirements of point 33. Such a student shall take up an unfunded study place and pay the tuition fee for the current year of study; any differences in the number of credits for course units (modules) shall be eliminated at a time to be determined by the Dean, and in the final semester of studies – not later than two weeks from the start of the final thesis/project preparation as provided for in the study schedule. If such a person has been expelled from VIKO due to the financial terms of the Study Agreement with VIKO, he/she shall pay the debt to VIKO before signing the Study Agreement.
49. The validity of the learning outcomes of persons resuming their studies shall be determined in accordance with the Procedure for Partial Crediting of Learning Outcomes.

CHAPTER VII

COMPLETION OF STUDIES

50. A student is considered to have completed studies when he or she has fulfilled all the requirements set out in the study programme.
51. The study programme is completed upon assessment of the achievement of the results set out in the study programme through the preparation and defence of a final thesis and a final examination (where required by law). The procedure for the preparation and defence of final theses is regulated by the Description of the Procedure for the Preparation and Defence of Final Theses (Projects) of Vilniaus kolegija.
52. Each academic year, a thesis defence board shall be set up by an order of the Director for the purpose of evaluating the final theses (and awarding qualifications, if provided for by law).
53. The student chooses the topic of the thesis and the field of the problem area from the list provided by the department or proposes it himself/herself in agreement with the department and the thesis supervisor.
54. The topics for final theses in Lithuanian and English and the supervisors are approved by the Dean on the recommendation of the department.
55. The structure, scope, formatting and other requirements of the thesis shall be regulated by the methodological guidelines for the preparation, formatting and defence of the thesis, which shall be approved by the Deans.
56. If the final examination is also taken:
 - 56.1. the final examination assignments shall be prepared by a group of lecturers formed by an order of the Dean on the recommendation of the study field committee or the relevant

department; the examination assignments shall be approved by the chair of the Final Thesis Defence Board;

- 56.2. the final examination shall be written or written and oral; if required by the assignment, the examination may include a practical demonstration.
57. Students are allowed to defend their final thesis or take the final examination by an order of the Dean and only at the times specified in the public defence of final theses/examinations timetable.
58. A student whose final grades in all course units (modules) are at least “good” with a weighted average of at least “very good”, and whose final thesis and final examination are graded “very good” or “excellent”, shall be awarded a diploma “with distinction”.
59. Students who, for important reasons (illness, childbirth, accident, death of a close family member), are unable to prepare and defend their thesis in due time and, if scheduled, to sit the final examination, may be granted the following at their request by an order of the Dean:
 - 59.1. a postponement of the defence of the final thesis and the final examination until the next meeting of the Final Thesis Defence Board in the current academic year;
 - 59.2. academic leave or suspension of studies. If any differences in study programmes arise after the return from academic leave or suspension, they shall be resolved no later than two weeks after the start of the final thesis/project, as specified in the study schedule, in which case no fees are payable by students.
60. Students who fail to complete their final thesis within the set time limit shall be delisted in accordance with point 44.1 of the present Regulations; in this case, State-funded students will be obliged to repay the State budget of the Republic of Lithuania the funds allocated for payment of the tuition fees. Students who do not attend the final thesis defence (and/or the final examination) without a valid reason, do not defend the final thesis (and/or do not pass the final examination) shall be delisted in accordance with the provisions of point 44.1 of the present Regulations, but State-funded students shall be exempted from the repayment of the State budget funds allocated for payment of the tuition fee.
61. Upon completion of their first-cycle studies, students are awarded a professional bachelor's degree or a professional bachelor's degree and a professional qualification in the relevant field of study, and a professional bachelor's diploma and a diploma supplement.
62. Students completing the short cycle studies are awarded a diploma and a diploma supplement certifying their qualifications.
63. Students are required to settle their accounts with VIKO upon graduation.

CHAPTER VII

ASSESSMENT OF NON-FORMAL AND INFORMAL LEARNING ACHIEVEMENTS

64. Learning achievements acquired through non-formal and informal learning may be recognised as part of the study programme in accordance with the procedure established by VIKO.
65. Non-formal and informal learning achievements are recognised if they are in line with the learning outcomes of the study programme.

CHAPTER VII

STUDENT RIGHTS AND RESPONSIBILITIES

66. Students shall take care of their rights and properly carry out the duties assigned to them.
67. Students have the right to:
 - 67.1. study the study programme of their choice;
 - 67.2. at their request to study according to an individual study plan, in accordance with the procedure laid down by the Academic Council;
Amendment of the clause:
Decision No. AT N-7 of the Academic Council of June 4, 2025.
 - 67.3. study more than one study programme or other course units at VIKO or another higher education establishment;
 - 67.4. assess the quality of instruction of course units and study provision;
 - 67.5. choose their teachers if there are more than one teacher teaching the same course unit;
 - 67.6. propose their own thesis topic or choose from the topics proposed by the department;
 - 67.7. account for work by alternative means if they have a disability that prevents them from accounting in the normal way and the alternative method of accounting ensures that the intended learning outcomes are achieved;
 - 67.8. apply to the faculty administration to have the learning outcomes at VIKO or another Lithuanian or foreign higher education establishment credited;
 - 67.9. appeal to the administration of VIKO or the Faculty, the Academic Ethics Committee or the Dispute Resolution Commission regarding violations of rights and legitimate interests;
 - 67.10. take an academic leave due to illness, on the recommendation of a doctor or a medical advisory commission, or due to pregnancy and childbirth, childcare, or once during the period of study for personal reasons, but for a maximum period of one academic year, without losing their status as a student and the right to continue their studies after the

- academic leave in a State-funded place of study, if they were already enrolled in that place prior to the academic leave;
- 67.11. after completing a study programme of their choice that meets the standards of scope and quality defined by the regulatory documents, obtain a professional bachelor's or short cycle diploma certifying this;
 - 67.12. change the programme and format of their studies, and discontinue and resume their studies;
 - 67.13. perform a voluntary traineeship or internship that is not part of the study programme;
 - 67.14. participate in international academic exchanges;
 - 67.15. use VIKO's teaching methodological and scientific literature and material and technical resources necessary for the implementation of the study programme; VIKO's facilities for study, cultural life, health care and recreation;
 - 67.16. access all information related to their studies;
 - 67.17. without prejudice to the rights of other persons, evaluate the quality of the study programme and its implementation, propose the inclusion of new course units and new specialisation subjects in the study programme; address the faculty and, if necessary, VIKO administration on issues related to the evaluation of learning outcomes;
 - 67.18. receive full information about VIKO's internal procedures, safe methods of conducting practical and laboratory work;
 - 67.19. express their thoughts and views freely;
 - 67.20. receive an incentive scholarship, social and material support in accordance with the procedures set out above;
 - 67.21. participate in VIKO's governing bodies;
 - 67.22. elect and be elected to the Student Representation or as group monitors;
 - 67.23. have the freedom of joining other associations in accordance with the Republic of Lithuania Law on Associations;
 - 67.24. take part in scientific, creative and artistic activities;
 - 67.25. sign contracts with prospective employers and receive a scholarship from them;
 - 67.26. receive other support, as determined by the Government.
68. VIKO students have the duty to:
- 68.1. achieve the outcomes set out in the programme description;
 - 68.2. fulfil the obligations set out in their Study Agreements;
 - 68.3. attend lectures, traineeships and work placements provided for in the study programme (except as provided for in point 25.2);

- 68.4. comply with the lawful requirements of VIKO's lecturers, the decisions of the self-governing bodies, and the orders of the Director and the Dean;
- 68.5. comply with the Republic of Lithuania Law on Higher Education and Research, the Code of Academic Ethics, the Statute of Vilniaus kolegija, other legal acts and internal rules of procedure;
- 68.6. carry out the decisions of VIKO and Faculty administration;
- 68.7. comply with the internal rules of procedure, instructions and safety regulations of VIKO's faculties, classrooms and laboratories;
- 68.8. be liable for any unlawful act or omission that causes damage to their health or property or the health and property of others;
- 68.9. respect members of VIKO's academic community, the administration and other staff, and represent VIKO properly in public life.

CHAPTER IX

STUDENT INCENTIVES AND PENALTIES

- 69. Students may be awarded incentive scholarships based on their academic performance. The procedure for awarding incentive scholarships is set out in the Vilniaus kolegija Scholarship Regulations (hereinafter referred to as the "Scholarship Regulations").
- 70. Students who are progressive and actively participate in the social life of VIKO, sports, research and development, art and other activities are encouraged by one-off scholarships awarded by the Dean or the Director. The procedure for awarding scholarships is laid down in the Scholarship Regulations.
- 71. The Director, on the recommendation of the Dean, may impose the following disciplinary penalties on students for breaches of student duties within one month of the discovery of the misconduct at the latest: a reproof, a reprimand, or expulsion from VIKO.
- 72. If a disciplinary penalty is imposed on a member of VIKO or Faculty student representation, the consent of the student representation must be obtained, except where the disciplinary penalty is imposed for failing to meet the requirements of the study programme. If the student representation of VIKO or Faculty does not agree with the imposition of a penalty, a disciplinary penalty may be imposed on a member of the student representation by a decision of the Academic Council or the Faculty Council.
- 73. A student may be suspended or terminated for failure to fulfil the student's obligations by an order of the Dean or the Director.

74. Information on incentives and penalties shall be included in the student's personal file. Incentives shall be ordered by the Dean or the Director and penalties by the Director.
 75. A student who disagrees with the imposition of a penalty or expulsion from VIKO shall have the right to apply in writing to the Dispute Resolution Commission, which settles disputes between students and the administration or other employees related to research and study activities, no later than within 3 working days of the imposition of the penalty or expulsion. The procedure for the establishment of the Dispute Resolution Commission, the settlement of disputes and the implementation of decisions shall be laid down in the Statute of VIKO.
-