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## DESCRIPTION OF ASSESSMENT PROCEDURE OF ACADEMIC ACHIEVEMENTS

### SECTION I GENERAL PART

1. The Description of Assessment Procedure of Academic Achievements (hereinafter – Description) establishes assessment principles of academic achievements of the subject (module), organization procedure of examination, and record of academic achievements in Vilniaus Kolegija / Higher Education Institution (hereinafter – VIKO).

2. Purpose of assessment is to evaluate the academic achievements and level achieved by the student and to provide the student with feedback about his/her achievements and made progress.

3. Concepts used in this Description:

3.1. **Academic debt** shall mean the threshold level of the subject (module) not achieved repeatedly within the set period, i.e. at least one examination (interim and/or final) provided in the description of the subject (module) has not been evaluated positively and final evaluation of the subject (module) has not been received.

3.2. **Final evaluation** shall mean a sum of interim examination(s) and final examination multiplied by the assigned weighted coefficients.

3.3. **Forming assessment** shall mean assessment in the course of the studies that helps to foresee a perspective, to reinforce the made progress, and to encourage the students to analyse their present achievements and gaps.

3.4. **Final examination** shall mean an assessment of academic achievements organized according to the examination schedule approved by the faculty's dean in the end of the studies of the subject (module) – an examination or defence of independent work of the student (project, report of practice).

3.5. **Cumulative assessment** shall mean an assessment of academic achievements based on the learning outcomes of certain subject (module) when the final evaluation is received by adding evaluations of components of cumulative assessment (interim examinations(s) and final examination) multiplied by the assigned weighted coefficients.

3.6. **Collegial assessment** shall mean an assessment of academic achievements carried out by the commission.

3.7. **Criterion-based assessment** shall mean an assessment of academic achievements based on learning outcomes of certain subject (module), when the level of academic achievements is determined in accordance with the assessment criteria listed in the description of the subject (module).

3.8. **Repeated examination** shall mean an accounting after the fixed date of interim and/or final examination, when negative evaluation is received or when a person does not come to examination without a sound reason.

3.9. **Academic achievements** shall mean the learning outcomes achieved by the student and determined using the modes listed in the description of the subject (module), while assessing the implementation of the learning outcomes of the studied subject (module) or the whole study programme. Certain level of achievements is assigned.

3.10. **Learning outcomes** shall mean the statements that describe what a student should know, understand and be able to do after completion of the subject (module) and/or study programme.

3.11. **Interim examination** shall mean an assessment of academic achievements organized in the course of studies of certain subject (module).

## SECTION II

### ASSESSMENT PRINCIPLES OF ACADEMIC ACHIEVEMENTS

4. The following principles are applied when academic achievements of the students are assessed in VIKO:

4.1. Suitability and validity – the assessment has to be linked directly to the learning outcomes of the study programme and to evaluate the main aspects of the taught and studies subject (module).

4.2. Reliability – the assessment result has to manifest the academic achievement. Different evaluators have to receive the same academic result. The assessment results cannot differ because of individual or group preparation level, different attitudes of evaluators or exclusive conditions granted for certain group.

4.3. Inclusion – the assessment has to measure attainability of the same learning outcome and to be adjustable with flexibility to different (individual) learning needs (disability, speed, learning style, etc.); alternatives of assessment modes have to grant the same possibilities for all the students to demonstrate the level of achieved learning outcomes.

5. Participation of students in the lectures, workshops, practices, outgoing visits, seminars, etc. (hereinafter – sessions) provided for certain subject (module) in the timetable of studies is compulsory. The absence of the student in the sessions of the subject (module) shall not release

him/her from responsibility to perform the tasks independently, until the deadline set by the professor, presented during the sessions. In accordance with Clauses 66, 68.3 and 73 of the Procedure of Studies at VIKO, absence in sessions may result in suspension or cancelation of payment of scholarship to the student by the order of the Dean or the Rector.

*Amendment of the clause:*

*Decision No. AT N-7 of the Academic Council of June 5, 2024.*

6. The academic achievements achieved by the student in the end of certain subject (module) shall be evaluated by marks that are attributed to certain level of academic achievements (Annex 1). Ten-point assessment scale of academic achievements shall be applicable to all the examinations assessed by marks and it shall be linked to the levels of achievements of the subject (module) in the following way: excellent level of academic achievements – 10 and 9; typical level of academic achievements – 8 and 7; threshold level of academic achievements – 6 and 5. The academic achievements of the subjects (modules) may be evaluated as “passed” for the person, who has studied in some other Lithuanian or foreign higher education school. When they are recorded in VIKO, the evaluation “passed” is given.

7. The forming assessment may be also applied for a subject (module). Then the student’s achievements are not evaluated by mark. In case of forming assessment, a professor gives a remote constructive feedback (in writing and/orally) to the students about their academic achievements and made progress.

8. When academic achievements of the students with special needs (hearing, vision, mobility or other disability) are assessed, flexible assessment forms of the achievements shall be applied and adjustments to the capacities of such persons shall be made (e.g., the font size of the examination tasks is increased, duration of examination is prolonged, etc.). When a student submits a request for the individualisation of the study process in accordance with the procedures set out in the Description of the procedure for organising an individualised study process, taking into account the individual needs of students, the Studies Department of the Faculty shall inform the professors and initiate preparation of recommendations according to the need. The aids necessary to assess academic achievements shall be provided, if possible, and adaptation of the assessment place shall be safeguarded.

*Amendment of the clause:*

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

### **SECTION III**

#### **ORGANIZATION OF ASSESSMENT OF ACADEMIC ACHIEVEMENTS**

9. The assessment methods applied to assess academic achievements are provided in the description of the subject (module). The studies of the subject (module) shall end in an examination or independent work of the student (project, report of practice).

10. The committee of the study programme may identify the subjects (modules) that cannot be studied if the subjects (modules) compulsory for their studies are not accounted for beforehand.

11. In order to safeguard continuous work of the students in the course of entire semester, the cumulative and criterion-based assessments are applied in VIKO. Their structure and criteria are defined in the description of the subject (module).

12. When a professor starts teaching some subject (module), s/he introduces the programme of the subject (module) to the students, states the purpose of the subject (module), intended learning outcomes, explains assessment structure and criteria, and discusses the principles of academic integrity.

13. When the studies of the subject (module) are started, evaluation structure and criteria of academic achievements cannot be changed.

14. The teaching professor(s) shall choose a number of interim examinations of the subject (module) and their weighted coefficients while preparing a description of the subject (module). The interim examination may consist of several tasks of smaller volume (e.g., defence of laboratory works, folder of achievements, etc.), the evaluations whereof shall be summed up and calculated as a derivative mark in the assessment formula. It is recommended to have the weighed coefficient of interim examination not lower than 0,2, and that of final examination – not lower than 0,4 of the final evaluation of the subject (module). The teaching professor(s) may apply an additional assessment form „active participation in the subject (module)“, with a weighting coefficient not exceeding 0,1. Active student participation in the subject (module) can be assessed by integrating various tasks that require student input (preparation and participation in discussions, debates, preparation for case analysis, etc.).

*Amendment of the clause:*

*Decision No. AT N-7 of the Academic Council of June 5, 2024.*

15. If positive evaluation (interim and / or final) provided in the description of the subject (module) is not received until the end of the current semester, the final evaluation shall not be derived and it shall be regarded as an academic debt.

16. If the studies of the subject (module) last for several semesters, the final evaluation structure of each semester has to correspond to the procedure provided in this Description. The final evaluation of the subject (module) is made from the sum of final evaluations of all the semesters multiplied by the assigned weighted coefficients.

17. The professor or professors of certain subject (module) shall assess academic achievements of that subject (module). If the professor supervising the studies cannot assess academic achievements because of disease or other important reasons, the faculty's dean shall appoint another professor upon submission of the head of the department in charge of that programme. The dean may form an assessment commission upon reasoned request of the student or the professor.

18. In order to assess academic achievements of the subject (module) presented in visual, audio form or orally, collegial assessment may be applied. The commission of professors in certain field shall be formed by the order of the faculty's dean, upon submission of the head of the department in charge of that programme.

19. If the student cannot participate in the final assessment because of important reasons, the faculty's dean may give permission to account until the end of the examination session (end of the module). For this purpose, the student must have received positive interim evaluation(s) of the subject (module) and submit an application coordinated with the professor(s) of that subject (module) to the faculty's dean not later than two weeks before the scheduled final assessment.

20. Repeated examinations of subjects (modules):

20.1. Unless Sub-Clause 20.2 of the Description is applied, repeated examination is allowed twice until the end of the current semester, on the time set by the professor. The first repeated examination is free of charge, while the fee in the amount fixed by VIKO shall be paid for the second repeated examination.

20.2. The repeated examination is not allowed:

20.2.1. if the student has attempted to account dishonestly before this;

20.2.2. did not complete the internship without justified reasons;

20.2.3. received an unsatisfactory evaluation from the internship supervisor (mentor) at the institution.

*Amendment of the clause:*

*Decision No. AT N-5 of the Academic Council of June 16, 2021.*

20.3. The professor shall prepare new or additional tasks for repeated examinations, or shall instruct to perform the works assigned in the course of the semester.

20.4. The evaluation of the examination shall be an evaluation received for the repeated examination.

20.5. The student, who receives positive evaluation of interim and/or final examination cannot improve it, save for the cases described in Sub-Clause 23.7 of the Procedure of Studies at VIKO.

*Amendment of the clause:*

*Decision No. AT N-7 of the Academic Council of June 5, 2024.*

21. The student may retake every examination that was not performed on time or that was evaluated negatively in the course of the next semester once on the time indicated in the schedule of academic debts. The fee in the amount fixed by VIKO shall be paid for every examination.

*Amendment of the clause:*

*Decision No. AT N-7 of the Academic Council of June 5, 2024.*

22. It is allowed for the students to liquidate academic debts not later than until the end of the next semester, and in the last semester – not later than 2 weeks before beginning of preparation of the graduation thesis (project) fixed in the schedule of studies. Students are allowed to liquidate academic debts in the next semester at the time specified in the academic debt schedule, and in the final semester, no later than 2 weeks from the beginning of preparation of the graduation thesis (project) fixed in the schedule of studies.

*Amendment of the clause:*

*Decision No. AT N-5 of the Academic Council of May 10, 2023.*

*Decision No. AT N-7 of the Academic Council of June 5, 2024.*

23. The students are allowed to retake academic debts in the volume not exceeding 15 study credits. If the academic debts are not liquidated in the end of the fixed term, the faculty's dean may allow to liquidate them by repeating the course of the subject (module) and by paying for the study credits. The liquidation term of academic debts shall be postponed for 1 year.

*Amendment of the clause:*

*Decision No. AT N-7 of the Academic Council of June 5, 2024.*

23<sup>1</sup>. Students who, without a justified reason, miss more subject (module) sessions than approved by the faculty dean upon the recommendation of the Study Field Committee, are not allowed to participate in the final assessment of the subject (module). The final evaluation is not conducted, and an academic debt is recorded for the student. This academic debt can be liquidated by repeating the subject (module) course and paying for the study credits. The deadline for liquidating academic debts is postponed for 1 year.

*Amendment of the clause:*

*Decision No. AT N-7 of the Academic Council of June 5, 2024.*

24. The students, who do not liquidate academic debts on time, shall be expelled from VIKO.

25. Postponement of examination of subjects (modules):

25.1. The student, who cannot come to the interim or final examination because of disease or other important reason, shall notify the professor or the head of the Studies Department of the faculty thereof 3 business days before the scheduled examination and submit the supporting document as soon as s/he gets it (the student may authorize another person to do this). In such a case, the student is allowed to account at the time fixed by the professor before the end of the current semester.

25.2. The student, who is not able to account because of disease or other important reason before the end of the current semester, shall notify the professor or the head of the Studies Department of the faculty thereof 3 business days before the scheduled examination and submit the supporting document as soon as s/he gets it (the student may authorize another person to do this). When the reason is assessed, the examination may be postponed by the order of the faculty's dean until the end of the next semester at the most. The dean's orders regarding such postponements have to be prepared and come into force not later than before the end of the current semester. The student has to account within the postponed period at the time fixed by the professor.

#### **SECTION IV**

#### **ACADEMIC INTEGRITY WITH REGARD TO ASSESSMENT OF ACADEMIC ACHIEVEMENTS**

26. The professor (assessment commission) of the subject (module) and the students have to undertake all the measures to safeguard academic integrity.

27. To prevent dishonest behaviour during interim and final examinations, the vice dean of the faculty may assign additional professors or ask the student Representation to assign the students to supervise the examination.

28. The professor of certain subject (module) has to inform the students before the examination about permitted and prohibited measures, sources and equipment. Possession of unauthorized measures, sources or equipment during the examination shall be recognized as sufficient evidence that the student was using such aids. Copying from other students, receipt of unauthorized help and rendering of unauthorized help to another student shall be regarded as dishonesty.

29. If the professor suspects that the student is using unauthorized sources, measures or equipment, the student has to help the professor to settle the suspicions. The student's disagreement to cooperate shall be regarded as a proof of the student's dishonesty.

30. When the fact of dishonesty is established, the student's examination shall be cancelled.

31. The professor shall notify the faculty's dean and the Committee of Academic Ethics about the fact of dishonesty by an official letter within one business day. The professor must report the fact of academic dishonesty to the faculty dean from their official email within one working day. The dean prepares a submission to the director for disciplinary action and informs the Committee of Academic Ethics about the fact of academic dishonesty.

*Amendment of the clause:*

*Decision No. AT N-7 of the Academic Council of October 12, 2022.*

32. The student suspected of academic dishonesty has to submit a written explanation to the dean of the faculty.

33. The entry “academic dishonesty” shall be made into the register of studies. If further sessions and examinations of the subject (module) continue, the student is permitted to participate, but the final evaluation is not derived and an academic debt is recorded for the student.

34. If academic dishonesty is established, the Rector shall impose disciplinary punishments provided in Clause 71 of the Procedure of Studies at VIKO, upon submission of the dean of the faculty.

*Amendment of the clause:*

*Decision No. AT N-7 of the Academic Council of June 5, 2024.*

## **SECTION V**

### **RECORD OF ACADEMIC ACHIEVEMENTS**

35. The evaluations of the subject (module) shall be announced in the academic information system within 5 business days, excluding the day of examination. The final examination shall be announced not later than on the next business day after the examination session (studies of the module).

36. When the professor of the subject (module) announces evaluations, s/he shall introduce the interested students to main defects and mistakes of their works on the set time.

37. The evaluations shall be announced and discussed in accordance with the norms of academic ethics and legal acts of the Republic of Lithuania governing personal data protection.

38. The evaluations of interim and final examinations shall be recorded in the register as marks. If the student was absent from the examination because of justified reason and provided the supporting document on time, the entry “justified reason” shall be made instead of the evaluation. In absence of such a reason or supporting documents, the entry “absent” shall be made instead of the evaluation. In case of academic dishonesty, the entry “academic dishonesty” shall be made instead of the evaluation. If the final evaluation is not derived on the ground of Clause 15 hereof, the entry “not accounted” shall be made.

39. The evaluations of the subjects resulting from differences in the credits of subjects (modules), postponed examinations and academic debts shall be recorded in the sheets of academic examinations in marks (Annex 2) and registered in the faculty’s Studies Department.

*Amendment of the clause:*

*Decision No. AT N-7 of the Academic Council of June 5, 2024.*



40. If the professor encounters an evaluation mistake in the register, s/he shall refer in writing or by e-mail to the responsible employee of the faculty's Studies Department, who will have to correct the mistake. The professor shall notify the student about the encountered and corrected mistake.

41. If the students encounter evaluation mistake in the register, they shall notify the professor of that subject (module) thereof. The professor shall refer in writing or by e-mail to the responsible employee of the faculty's Studies Department, who will have to correct the mistake. The professor shall notify the student about the corrected mistake.

## **SECTION VI**

### **FINAL PROVISIONS**

42. If the student does not agree with the evaluation of the academic achievements, s/he shall have the right to submit an appeal to the dean of the faculty not later than within 3 business days after announcement of the evaluation. The provisions of appeals of VIKO shall govern the procedure of submission of appeals, formation of appeal commission, examination of appeals and decision making.

43. This Description shall be applicable to students and listeners of VIKO.

44. The Description shall not be applicable to assess the competences acquired through informal education or self-education.

45. The Description shall be announced by the order of the Rector of VIKO and shall come into force on 01 September 2020.

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