

APPROVED
By the decision of Senate
of Kaunas University of Technology
as of June 20 2012, No. V3-S-48

PROVISIONAL ACADEMIC REGULATIONS KAUNAS UNIVERSITY OF TECHNOLOGY

CHAPTER I. GENERAL PROVISIONS

1. Provisional academic regulations (hereinafter – Regulations) define the procedures of the organization of studies, research (art activities) and experimental (social, cultural) development and their general principles of financing and internal quality assurance system; the acquisition of qualifications, qualification (academic) degrees and doctor of science (arts) degrees at Kaunas University of Technology (hereinafter – University).
2. Regulations have been formulated based on the University Statute, science and studies law of the Republic of Lithuania and other legal documents on higher education.
3. The concepts used in Regulations comply with the concepts applied in the science and studies law of the Republic of Lithuania and other legal documents on higher education.

CHAPTER II. SCIENCE AND STUDIES GOVERNANCE

4. University science and studies policy is defined by the University council and senate, and implemented by Rector, vice Rectors, administrative services and academic departments.
5. University council approves University mission, vision, strategic plan, statutory amendments, University restructuring plans, tuition fees and general student enrollment number.
6. University senate approves Regulations, the programs of studies, research, art and experimental (cultural, social) development; assesses the quality and level of studies, science and art activities; authorizes internal studies quality assurance system; and sanctions job requirements for university teachers and research staff and their certification and contest rules.
7. Rector governs University, organizes its activities, ensures the implementation of the strategic plan: issues orders that are mandatory to the academic and administrative staff, students and unclassified students; hires and dismisses staff members; enrolls and expels students and unclassified students based on the statutory procedures; gives incentives to staff members and students and inflicts penalties on them; after taking into account the proposals of the students' association, submits the rates of tuition fees and installments, which are not directly associated with study programs, to the University council for approval; decides upon studies duration, the start and the end of the semesters and the time for holidays.
8. Vice Rectors and administrative departments support Rector in carrying out academic activities: Science office, Studies office, Students' affairs office, Finance office, Information system office, Strategy and quality assurance office and other offices and departments established under the regulations approved by Rector.

9. First level academic departments – faculties that are governed by Deans who organize study processes and research activities within the faculty, have their self-governing institutions – councils and advisory institutions – Dean’s offices which function under statutory procedures.

10. First level academic departments – research institutes and centers, which are governed by Rector, have got advisory institutions – councils that function under statutory procedures.

11. Study program committees (hereinafter – Program committees) are set up to coordinate, review and ensure the quality of the study programs for the first and second cycle study programs. Program committee procedures and composition are approved by Rector. Program committee must include members representing students and external institutions.

12. Program committee in close cooperation with faculties and their chairs as well as other academic departments and Students’ association and after taking into account their proposals submits to the appropriate faculty council projects on new study programs and their specialization, and proposals on the termination of the registered programs, improvement of the modules of the existing programs or development of the new programs.

13. Program committee in coordination with faculty council submits proposals on new programs and their specialization, and improvement or termination of existing programs to Studies office, which after thorough consideration of all proposals submits the final version to Rector for approval. Study programs are established and terminated by Senate.

14. Program committee directly or under contest procedure orders and certifies supervised study field modules.

15. Program committee plans, orders and assesses methodical literature. It appoints reviewers for the assessment of teaching and methodical materials, and based on their assessments and recommendations, ranks them as a methodical material, a teaching book or a text book with the latter being submitted to the Publishing Commission.

16. Research commissions (hereinafter – Commissions) are established to coordinate research activities under separate research spheres or groups. They are accountable to Rector (vice Rector for research), They carry out the expertise of study program applications, reviews and research publications, prepare research financing projects and execute other instructions of Rector (vice Rector for research).

17. Doctoral committees are set up to coordinate doctoral process in all spheres of research. The right to carry out doctoral process is granted by the minister of education and science. If the right for doctoral process is granted to several research and study institutions joint doctoral committees (hereinafter – Doctoral committees) are set up.

CHAPTER III. STUDIES

SECTION I. STUDY SYSTEM STRUCTURE

18. University accomplishes degree study, non-degree study and other ((periods of study, bridging courses) studies. University runs full-time and part-time studies.

19. University arranges three cycle degree studies: first (study) cycle (after graduation bachelor’s degree is granted; program scope is from min. 210 credits to max. 240 credits); second (study) cycle (after graduation master’s qualification (academic) degree is granted; program scope is from min. 90 credits to max. 120 credits); third (study) cycle (doctor of science degree is granted). Doctoral studies according to different research areas are run under appropriate regulations which are synchronized with the Lithuanian Science Council and approved by Senate and Rector.

20. Studies at the University are accomplished under study programs approved by Senate and registered in Study and teaching program register.

21. First cycle studies at the University encompass a week of 20 basic auditorium hours (lectures, seminars and laboratory work under timetable) (full-time studies), second cycle studies – a week of 16 basic contact hours. The rest of the studies time is assigned to student's individual work based on a study module description.

22. Study programs must comply with general and specific requirements of subject benchmark (group benchmark) statements defined by the minister of science and education or, if there are not any specific requirements, with general requirements defined by the minister of science and education.

23. First cycle study program can be allocated to:

- 1) One main field of study with field qualification degree granted after graduation;
- 2) One main field of study with the specialization in the same field with field degree granted after graduation;
- 3) Two field – main field and minor field defined by University and selected by a student – study with double qualification degree – main field and minor field- granted after graduation;
- 4) Two and more field (can be different fields of study) integrated studies in cooperation with universities abroad under joint study programs.

24. Second cycle study programs can be orientated at deeper field studies; they can be inter-field or inter-branch study programs aimed at labor market demand. However, in any case, they have to be based on the experience of University research activities and experimental development and need to have competent academic staff in the appropriate fields. Study program scope has to be defined and substantiated in study program description.

25. Integrated studies can be organized in cases when it is impossible to train a specialist in first cycle studies and it is irrational to split longer studies into two cycles, and it is defined by legal acts. After graduation from integrated studies, master's qualification degree and / or qualification is granted.

26. Non-degree study programs are assigned for acquisition of appropriate qualification.

SECTION II. STUDY PROGRAMS

27. Study program is a total of appropriate field (fields) study content (study results), study methods, study achievement assessment methods and material means, and supporting academic and professional staff, and its description.

28. Study program and its module scope are defined by credits and have to be identical despite study form (full-time and part-time studies).

29. Study program description is the main program document that is used as a basis for its registration in Study and teaching program register and is incorporated into University academic information system. Study program description is approved by Rector.

30. Each study program learning aims have to be clearly defined and after graduation from this program related to the acquired learning outcomes (knowledge, skills and automatic actions). If a study program grants a qualification, which requirements have been set up by Republic of Lithuania or international legal acts, learning outcomes have to be related to the requirements set up in the above mentioned documents. Study module aims, learning outcomes, study methods and enrollment requirements have to be based on study program learning aims. Study program scope, academic and research staff qualification, material study basis have to be appropriate to achieve study program learning aims.

31. Study program has to include opportunities and procedures providing students with the choice to study modules in the same or any other institution of higher education.

32. Description of a study program that grants bachelor's double degree after graduation has to encompass study selection opportunities: minor field (fields) study selection procedure and principles, or a detailed list of minor fields of study or an exact minor field of study. Minor field (fields) of study requirements are approved by University senate.

33. Study module is delivered one semester. Study module is a part of a study program incorporating one or several content related subjects, having a clearly defined aim and orientated at learning outcomes. The recommended scope of one module is 3 or 5 credits and its appropriate repeated equivalent.

34. Each study module ends up with examination except internships, semester and final projects. All study modules are assessed by grades.

35. During one semester, the number of examinations cannot exceed 7 in the first cycle study programs or in non-degree programs. In the second cycle study programs – 5 excluding repeated or additionally selected modules. The latter number cannot exceed 2.

36. In the study program, a study module can be assigned to a group of modules of interdisciplinary university type, major study type, minor study field type, and specialization modules within the same field type. Based on the mandatory approach, a study module of a study program can be mandatory, optional from alternative study module list or elective.

37. Internship and final work (final project) are separate study modules which belong to the module groups of major study field or minor study field.

38. Study module material is learnt by the student during class hour work, individual work hours and during internships. Class hour work incorporates lectures and practical work (laboratory work, seminars, group consultations, class work and the like). Student's individual work includes preparation of semester projects (research and technological activities and other), fulfillment of problem tasks, case studies, writing reviews, study of theoretical and methodological materials, preparation for lectures, laboratory work and classes, mid-term checkups, examinations and other activities related to the development of abilities and automatic actions. Contact work includes work in the classroom and a part of individual work (lectures, laboratory work, class work, seminars, group and individual consultations and the like). Contact work has to contain min. 40 per cent of the scope of first and second study cycles except study modules assigned for internship, semester projects and graduation theses. Contact work can be of distance learning type.

39. Study module description has to include module title, field of study, study cycle, module group, summary, learning aims and learning outcomes, topics, main and other reading matter, study methods, knowledge and abilities (achievements) assessment procedure, type of premises necessary for class work, technical requirements and software, student's class and individual work forms and amount, and the names of the university teachers responsible for the module. Two or more university teachers can be in charge of a module.

40. Study module preparation, certification and registration are regulated by Study module certification guidelines approved by Rector.

41. Due to the reiteration of learning outcomes of many study programs that are mostly related to interdisciplinary university studies and principles of field (fields) studies, universal study modules are developed. The list of universal study modules is approved by Senate. Rector selects appropriate academic departments for accomplishment of these modules.

42. Study program general, major and minor study field or specific study module as well as internship, optional and elective module titles, number of credits and assessment grades are included into diploma supplement.

43. Study program teaching staff has to comply with cycle, level, and field of study requirements:

1) In the first cycle of university studies min. half of study module scope has to be delivered by scientists or acknowledged artists (art subjects);

2) In the second cycle of studies min. 80 per cent (or 60 per cent when study program is focused on practical activities) of all study module university teachers need to have science degree or to be acknowledged artists, 60 per cent of them (or 40 per cent in case a study program is focused on practical activities) need to be involved in the research activities directly related to the delivered modules. At least 20 per cent of the field study module scope has to be delivered by university teachers occupying professor's position. If study program is focused on practical activities up to 40 per cent of the university teachers have to be highly qualified practitioners or improved their qualifications within the scope of study field in probation or otherwise gained more experience during their accreditation period.

44. Material and methodical basis for the implementation of a study program has to correspond with the requirements listed in the study field description and have to be presented in study program description.

45. Prepared study program is submitted to Senate for approval by faculty council. Before approval, Senate assess the faculty and its partners potential for the implementation of the program, the relationship of the faculty research activities with the submitted study program, and the program compliance with the cycle, level and study field requirements.

46. The program approved by Senate is submitted to the accreditation entitled institution under the procedure set up by the minister of education and science of the Republic of Lithuania. Accreditation results are published on the University website.

47. Study program quality is assured by carrying out continuous monitoring and internal and external assessment. Based on the monitoring, assessment and accreditation results the study program is reviewed and updated every year under study program committee decision. Program changes have to be published on the University website.

48. If during the program accreditation period the program scope and study field are changed or two or more study programs are joined, all of them have to be assessed and accredited under the procedure defined by the minister of education and science of the Republic of Lithuania.

SECTION III. ENROLLMENT INTO UNIVERSITY

49. Senate approves the rules of enrollment into first and second study cycles till the date defined by the Ministry of education and science (hereinafter – Ministry). The rules list minimal education requirements, necessary documents for submission, tuition fee and other important enrollment information as well as principles and criteria of enrollment competitive ranking, which might be different for each study cycle.

50. Students are enrolled only to the registered study programs under the procedure defined by the Ministry.

51. Requirements for enrollment into study programs have to be defined and substantiated in the study program description. Master study program description includes the requirement for the first cycle study field (fields) graduation in order to be enrolled in the master study program.

52. Required study field education has to be validated by certificates, diplomas, records or any similar documents issued by the Lithuanian institutions that are licensed to carry out education and study activities or analogous documents issued by educational or study institutions abroad and acknowledged in Lithuania.

53. University council decides upon the possible number of entrants based on study fields without taking into consideration state-financed and non-financed places. The distribution of the latter has been defined by Rector with regards to study fields and study programs. Enrollment competitive ranking is carried out by Studies and science office, doctoral committees and faculty enrollment commissions, which are being established according to Rector's order. The enrollment bodies function under procedures approved by Senate. First study cycle where general enrollment is carried out countrywide the enrollment process is organized by the Lithuanian higher education institution association. The enrollment into second study cycle is accomplished by general competition of enrollment into second cycle studies based on general entrant's request.

54. Entrants who complied with entrance requirements, handed timely request, paid enrollment fee (if it is requested by the rules), passed necessary entrance examinations or tests and won the competition, sign study agreements with University. Provisions of study agreement of a student whose studies are financed by the state are defined by education and science minister. State non-financed student's study agreement encompasses tuition fee and payment installments, services provided to the student by University, student's commitments and other study provisions. Study agreement content is approved by Rector. Student's acceptance is confirmed by Rector's order. The accepted entrant has to pay registration fee that is set up by University council. The student is handed in student's certificate and acquires the right to study at the University as well as to exercise benefits established by the Government and to receive appropriate support.

55. University first study cycle entrants need to have secondary education. Based on the competitive ranking, first study cycle entrants are accepted either to full-time or part-time studies in accordance with general enrollment procedure of the Lithuanian higher education institution association and University enrollment rules. Entrants, who comply with the requirements but do not win the competition for state-financed places at the University, can study at their own expenses.

56. University second study cycle programs accept entrants who have got higher education. They are accepted either to full-time or part-time studies based on the competition results. The acceptance procedure is based on University enrollment rules. Accepted entrants have to pay registration fee set up by University council. Entrants, who comply with the requirements but do not win the competition for state-financed places at the University, can study at their own expenses.

57. In cases when entrants to second study cycle who have got bachelor's degree but whose learning outcomes (other first study cycle programs) do not meet the exact second study cycle program description requirements and enrollment rules, have to finish bridging courses approved by Rector.

58. Entrants to the second study cycle with professional bachelor degrees have to finish bridging courses or to have the appropriate practical experience as it is defined in the first and second study cycle rules of enrollment.

59. Entrants to doctoral studies need to have master's degree or graduated from full-time studies with the academic master's degree or adequate higher education.

60. Based on the competition results, entrants are accepted to full-time or part-time doctoral studies financed by the state in those research areas (fields) which have been granted the right for doctoral studies by minister of education and science. Entrants, who comply with the requirements but do not win the competition for state-financed places at the University, can study at their own expenses.

61. Entrants to the second and higher semesters are accepted (transferred, returned, moved) provided they have the appropriate education and finished at least one study program semester of the selected field study at University or other higher education institution.

62. Accepted entrants have to pay registration fee set up by University council. All cycle students from needy families or living alone have the right to receive social support and need to

submit the status proving documents and requests. With Rector's consent, they can be released from the payment of registration fee.

63. Study modules are accounted for if they comply with the learning outcomes accountability procedure approved by Rector, which determines formal and subject requirements for learning outcomes and study modules of the program that the entrant expresses the wish to be accepted.

64. Entrants with at least one semester of university or college studies can be accepted to study in the higher semester. The acceptance to higher semester begins at the very start of that semester. The guidelines for the acceptance to higher semesters are approved by Rector.

65. Entrants with higher education are accepted to non-degree studies based on competitive ranking and following University enrollment rules.

SECTION IV. ACADEMIC INFORMATION SYSTEM

66. The purpose of Academic information system (hereinafter – AIS) is to register students and unclassified students of Kaunas University of Technology, and to collect, to accumulate, to process, to systematize, and to keep the information, and to submit it for study process needs or to physical and legal entities as well as perform other information system data processing actions under the established procedure at the University.

67. AIS functions as an institutional information system. AIS rules and data protection procedures are approved by Rector.

68. The main manager of AIS data is study and science office; data handlers are International relations office, Students' affairs office and other University departments providing study services.

69. AIS data users and service receivers are University departments, students and non-classified students.

70. AIS data providers are University students and non-classified students, university teachers and other researchers, administration staff.

71. Internal and external University reports are based only on AIS accumulated data.

SECTION V. PLANNING OF STUDIES

72. Studies are organized according to studies calendar which is made at the start of each academic year for the next academic year. Studies calendar is approved by Rector.

73. Studies at the University are held in semesters. Academic year is composed of two semesters – autumn and spring. Academic year starts on the 1st of September and ends on the 31st of August. Autumn semester starts on the 1st of September and lasts till the 31st of January. The period between the 25th of December and the 1st of January is allotted for students' Christmas holidays. Spring semester begins on the 1st of February and lasts till the 30th of June. During spring semester students are granted one week Easter holidays. Examination sessions are arranged in January and June. Every examination session lasts 4 weeks. In summer students have at least one month uninterrupted holidays. The exact timetable of the academic year is announced on the University website and is uploaded in the Academic information system.

74. The first and second cycle study timetables are developed by the faculty Dean's offices and are announced in the academic information system and in the faculty public information media

at least one month before the start of the semester. Timetable development guidelines are approved by Rector. Timetables incorporate all planned study modules. Studies office supports the rational development of timetables for the organization of interdisciplinary studies and optional modules. Timetables are approved by faculty Deans. Examination session timetables are developed based on the agreement between university teachers and students; they are approved by faculty Dean and announced at least two weeks in advance before the examination session.

75. Doctoral studies timetables are developed and announced by research office. Doctoral examination commission composition and examination timetable are approved by vice Rector for research.

76. Doctoral students study modules according to doctoral studies regulation provisions. Doctoral students study under individual study and research plans developed in cooperation with their research supervisors, coordinated with research field doctoral committees and approved by the Rector of research office. Doctoral studies incorporate at least three modules with the scope of at least 30 credits. Doctoral students carry out research work and prepare doctoral thesis simultaneously.

77. First and second study cycle students have to register in the academic information system till the start of the academic year (till the 15th of June). New entrants are registered automatically. Academic information system activates the individual plans only of registered students. Students' registration procedure is regulated by Rector's order. It is linked with students' data in the Lithuanian students' register.

78. Students who register for the coming academic year each spring semester develop individual study plans for the coming academic year. The plans can be updated during the first week of the academic year. Individual plans for the first year students are decided upon by Dean's offices. The students can update their individual plans during the first week of the semester if there are any optional course units in the first semester. Students are consulted by study program committees, Dean's offices, chairs and module university teachers on the development of their individual study plans. The developed individual study plan has to be approved in the academic information system during the first week of the academic year.

79. The scope of an individual study plan of one academic year of a full-time student has to involve at least 45 credits or max. 60 credits; the scope of the individual plan of a part-time student incorporates min. 30 credits and max. 45 credits. This provision is not applicable to the cases when previously collected credits and achieved learning outcomes are accounted for or the module is repeated or there are additionally selected modules.

80. Individual study plan has to list all mandatory academic year modules of the selected study program; the remaining credits can be used by the students in developing individual set of study modules.

81. Individual study plan has to be coordinated with study program committee coordinator. The modules indicated in the program can be replaced by similar content modules of other study program of University or another higher education institution.

82. If there is a provision in the study program to acquire double qualification degree students can select modules determined by study program committee or they can select themselves minor study field program modules. The request to study minor study field program is submitted by the student to the Dean's office of the faculty offering minor study field program till the 1st of April. Students' requests are analyzed and the results are announced till the 1st of May by the department offering minor study field program.

83. Individual plans can be updated by the Dean's office (for example, due to the insufficient number of listed students to study the module) within the first two weeks of the

academic year. Later on, the plans can be updated due to the mistakes made in them or changes in the academic staff.

84. Individual study plans and their changes are approved by the Dean. They become a basis for the planning of the university teachers' workload, allocation of financial resources for their payments and other financial expenses. Detailed individual study plan development and updating provisions and students' selection opportunities are included into individual study plan development guidelines which are approved by Rector.

85. Accounting for individual study plans is executed in accordance with accounting for study modules guidelines approved by Rector.

86. Students' individual study plan implementation registration documents become a legal background to issue an appropriate qualification degree or (and) qualification diploma and to assess whether the studies correspond with the selected study program and specialization, minor studies and part-time studies of another institution of higher education.

87. Students studying in degree awarding study programs can combine them with non-degree programs or other studies. Students can study in different degree awarding study programs. Students are accepted to every study program under general provisions, and individual study plans are developed separately.

88. With the Dean's permission, a student can attend lectures, carry out assignments and account for them according to the individual timetable or can pass an examination without attending lectures.

SECTION VI. ASSESSMENT OF LEARNING OUTCOMES

89. Knowledge, abilities and automatic actions of the students are assessed under ten- point-criteria proportional accumulative assessment system (accumulative assessment) at the University. Study module learning outcomes are assessed during a semester by interim checkups. Final assessment (grade) is comprised of the weighting total of interim assessments and examination assessment. Final assessment of final work (project) consists of the weighting total of project itself and its defense assessments.

90. If the student does not perform the determined number of semester assignments, does not account for them and does not accumulate minimal points, he/she is not permitted to take an examination. Interim checkup, examination and final assessment points are written down into academic information system data base by university teachers. Detail accounting for study module procedure is described in the accounting for study modules guidelines approved by Rector.

91. Every study module assessment requirements are included into study module description.

SECTION VII. ACADEMIC MOBILITY AND RECORDING OF PART-TIME LEARNING OUTCOMES (MODULES)

92. If a state-financed student wishes to change study field program at the University, he/she has to finish the semester without any academic failures.

93. A state non-financed student can change study program, program study type (from full-time to part-time studies and vice versa) as well as a timetable if selected study types and study programs are organized at the University.

94. Program changing student's study modules are recorded taking into account their compliance with the selected formal (study field and area, study cycle, study type, etc.) and course (module learning aims, learning outcomes, scope and other) requirements of the study program. Recording can incorporate not more than 75 per cent of the selected program scope. Learning outcomes of studies in other institutions of higher education and informal education outcomes (hereinafter – learning outcomes) are recorded in accordance with learning outcomes and informal education outcomes recording guidelines approved by Rector's order.

95. University students, who won in international programs and other contests or expressed their personal initiative to study part-time at other institutions of higher education, make an agreement with the Dean in advance on the recording of their learning outcomes. Learning outcomes of part-time studies at the institutions of higher education abroad are recorded if that institution is acknowledged of compliance with an appropriate study type and cycle by the laws of that state. Students' studies at other institutions of higher education, recording of part-time learning outcomes and financing are regulated by the provisions on part-time studies at other institutions of higher education approved by University Rector.

SECTION VIII. PRACTICAL TRAINING (INTERNSHIPS)

96. During their studies students perform practical training or internships which are included into study programs. They can also perform research and additional training which are not included into study programs.

97. Practical training is a study module which incorporated into the number of study modules of one semester. Practical training is mandatory to all first study cycle students at the University. Its scope has to be at least 15 credits. Practical training can be performed when at least a half of study program has been completed. Usually practical training/internship is performed in other institutions on full-time working day basis. Practical training implementation procedure and practical training agreement format is approved by Rector. Study program can also include learning practice which can be performed at the University.

98. Internship place, no matter of what type of training it is, can be located in any enterprise, state enterprise, company or organization in Lithuania or abroad where the student performs the training under the program and procedure set up by University. Learning practice or practical training scope, duration, and assessment by credits is defined in a study program. Research and additional training are organized in the free of studies time, after the lectures, during summer holidays or at any other time when there are no classwork activities according to the study program.

99. Individual training program is developed for every student. Student's practical training as a part of the study process, development of the training program, accountability for the accomplished training is within the scope of responsibility of the University department dealing with the study programs and University training supervisor (university teacher or researcher) appointed by that University department.

100. Enterprise training supervisor who is a person appointed by the enterprise or organization where the students performs his/her training, consults the student about various training issues and is directly responsible for the implementation of training program content and smooth organization of the training in place.

101. The trainee status during internship in the enterprise, company and organization is defined by the three-party agreement including the student, higher education institution and enterprise, company or organization where training is performed. The agreement defines training duration, training dates, party rights, responsibilities, commitments, training supervisors – University and enterprise – their rights and responsibilities.

102. Practical training organization and performance are determined by general practical training procedure (guidelines) approved by Rector, while training module learning outcomes and assessment requirements are included into training module description.

SECTION IX. FINAL WORK

103. Study program is finished by the assessment of student's learning outcomes in the form of final work, mainly project, defense and final examinations (if it is required by normative legal acts):

1) In the first study cycle at least 12 credits are assigned for the writing and defense of the final work (project) and final examinations (if it is required by normative legal acts). If double bachelor qualification degree is awarded, major and minor study field (fields) final works have to be planned (if it is required by normative legal acts). The minimal number of credits assigned to this work is 15;

2) Second study cycle final work (project) has to be substantiated by individual research, acquired knowledge application or has to be prepared in the form of the project that discloses abilities that are focused on learning aims. With the final work (project) master student has to demonstrate the level of knowledge and understanding, ability to analyze the selected topic, peer review of the same field of research carried out before, and clearly and considerably identify research conclusions based on general requirements for first and second study cycle final work approved by Rector. Master student of art study field has to demonstrate the acquired artistic mastery, creativity and ability to apply innovations in practice under the requirements approved by the institution of higher education;

3) Art study field master's final work has to consist of a creative project and project related research work in written form that describes new ideas, knowledge and technologies applied in the project.

104. Final work (project) and its defense assessment commission has to be composed of competent study field experts – scientists (artists), professionals, and representatives of social partners. At least one member of the commission (optimally – the chairperson of the commission) has to be highly qualified professional. The same type of commission is applicable in case of final examination if it is planned in the study program. The requirements for intellectual property or (and) commercial secret protection as well as publication of research (art) work are applicable to final work (project).

105. The defense of the final work (project) is permitted when all other study program requirements have been fulfilled. General requirements for final works (projects) are approved by Rector.

106. Final work (project) is defended in public at the qualification commission meeting. The qualification commission is approved by Rector.

SECTION X. PLANNING AND RECORDING OF UNIVERSITY TEACHERS' WORKLOAD

107. University teachers' workload is calculated in hours. The workload of each university teacher except university teachers paid by hours and visiting university teachers usually consists of teaching hours which make up a half of the workload, and the rest of the workload time is assigned for research, experimental and educational activities, methodical and organizational activities and other activities which are important to University.

108. Teaching workload incorporates classroom hours of lectures, seminars, laboratory work, and classes (including distance teaching) and hours of consultations, supervision of students'

individual assignments and training, supervision of doctoral students, assessment of assignments and examinations as well as participation in qualification commissions, study program committees, doctoral committees and defense councils, study field commissions and enrollment commissions.

109. The scope of teaching work of each academic department is determined every academic year and is based on students' individual study plans and students and university teachers' proportional rates which are related with the tuition fees. The number of full-time equivalent university teachers, their qualification composition and distribution of teaching workload and its recording are described in the teaching workload recording guidelines which are approved by Rector.

110. In coordination with the head of the academic department, the teaching workload of a university teacher can be reduced by devoting more time for research, methodical, new study program development or new study module development activities, and for educational, marketing and other activities. In cases when the scope of teaching workload is reduced due to research activities or other contracted services that part of the university teacher's salary has to be covered from the contract expenses. If the scope of the teaching workload in the department increases for a short period of time (one semester or one academic year) and with the consent of the university teacher the scope of the teaching workload can be increased; however, the increase of the teaching workload should not exceed one third of the average teaching workload. For the increased scope of the teaching workload the university teacher is paid additionally. The detailed teaching workload and other workload calculation procedures are defined by Rector's order.

111. The position of a university teacher can be occupied people who have got at least master's qualification degree. Lectures to the students can be delivered by assistant professors, associated professors and professors teaching work can be carried out by researchers and doctoral students. Their work can be paid from the studies fund. It is not recommended to combine university teacher's and teaching and research or research support staff positions.

112. Teaching work record is acknowledged if the employee teaching work equivalent comprises at least one-fourth of the full-time equivalent. For university teachers working on hourly basis every semester of at least 90 equivalent teaching hours is estimated as a half of a year of the teaching work record. For doctoral students teaching work record is estimated in the same way as for university teachers working on hourly basis.

SECTION XI. FINANCING OF STUDIES

113. Studies at the University are financed from the state budget. Finances are assigned for the tuition fees of state-financed students, their scholarships and for the financing of specific studies as well as for covering some study fees of state non-financed students. University can allocate its own financial resources for the organization of studies.

114. The procedure of payments to the teaching staff is defined by Rector. Exact financial resources to finance study process are planned in the University profit and loss account which is prepared on yearly basis and is submitted by Rector to the Council for approval. Study process financing is planned for one calendar year. .

115. Study costs are estimated based on study expenses: 1) university teachers', researchers' and other study support employees' salaries; 2) purchasing of goods and services related to studies; 3) students' incentives.

116. The scope of study costs and revenues, which are not related directly to the implementation of study program, is determined by the University council for every enrollment year after taking into account the normative study field (study program group) study cost estimation approved by the government of the Republic of Lithuania and the procedure of allocating state budget finances for study costs of state-financed students of the Republic of Lithuania as well as

normative annual accepted students' study costs and economic estimation approved by the minister of education and science.

117. Study cost is indicated in the University enrollment rules.

118. Study cost or part of them for state non-financed students can be covered student's employer, University or other physical and legal entities according to the procedure defined by Rector. To cover study costs students can get loans which are supported by the state.

119. Tuition fees for studies at the University are charged for:

- 1) All selected individual study plan credits;
- 2) Repeated studies of the same study program or lower cycle study program if more than a half of acquired study program credits have been financed by the state except the cases highlighted by the government of Lithuania;
- 3) Two or more the same study cycle degree awarding programs or non-degree study programs are being studied at the same time if at least one of the study programs is financed from the state budget (tuition fee has to be paid for the second and other study programs);
- 4) Foreigners except persons indicated in part 2 of chapter 73 of Science and education law as well as citizens of the European Union and citizens of the states of the European economic zone if the international agreements and legal acts of the Republic of Lithuania do not state otherwise;
- 5) Repetition of separate study program modules;
- 6) Delayed or repeated accounting for study modules.

120. Students can develop individual study plans with higher number of credits; however, if the number of credits exceeds the defined limit all additional credits have to be paid for at the cost of credits determined for that academic year.

121. University charges fees for the issue of diplomas, diploma supplements, supplements, study certificate duplicates, academic records, certificates and other documents in the Lithuanian and / or English language. Document preparation fee rates are approved by Rector's order.

SECTION XII. TERMINATION AND INTERRUPTION OF STUDIES

122. Studies are terminated and first study cycle student, master student or doctoral student is unlisted (leaves University or is expelled) if:

- 1) Study agreement is over;
- 2) At the request of a student or unclassified student;
- 3) Student or unclassified student is expelled;
- 4) Student changes study program;
- 5) Studies become impossible due to some objective reasons.

123. If a doctoral student submits his/her doctoral thesis till the end of doctoral studies but does not manage to defend it, he/she can defend under generally defined procedure within 12 months after doctoral studies are over.

124. The student is expelled from University by Rector. First study cycle students and master students are expelled by Dean's recommendation, doctoral students – by science office and Rector's recommendation after the report by the supervisor of the doctoral student, doctoral studies committee or Dean. The order indicates the reasons of the termination of studies:

- 1) Change of the institution;
- 2) At one's own request;

- 3) Health problems;
- 4) Death;
- 5) Unpaid tuition fee;
- 6) Violation of institution regulations;
- 7) Absence from studies after interruption of studies;
- 8) Unsatisfactory study record;
- 9) Absenteeism;
- 10) Graduation from institution;
- 11) Undefended final work;
- 12) Failed defense of the final work.

125. Expelled students have to render all accounts with the University under the procedure defined by Rector.

126. If a student cannot continue his/her studies on a temporary basis due to illness, pregnancy, birth of child, maternity leave, long-term probation, part-time studies or internship abroad, he/she can be granted academic leave if all proving documents have been submitted.

127. Academic leave can be granted for the following period: due to illness up to two years; pregnancy and child birth – 70 calendar days till child birth and 56 calendar days after child birth (in case of complicated birth and if there two or more babies born – 70 calendar days), maternity leave – till the child reaches three years of age; due to probation, part-time studies or internship abroad, and other reasons – up to one year.

128. If the student is granted an academic leave before he/she has accounted for individual assignments of the study module or modules and has not received the appropriate assessment or assessments but used all provided study services during semester, he/she has to pay for the repeated study module credits after his/her return from the academic leave under the tuition fee list set up by the Council for that particular academic year.

129. Academic leave at student's request due to illness, pregnancy and child birth, maternity leave are granted by faculty Dean who indicates the reason for the study interruption based on the submitted documents. The Dean also indicates the duration of the academic leave and the date when student has to resume his/her studies. Academic leave due to probation, part-time studies, internship abroad or other reasons as well as to the students of the first and last semester can be granted only by vice Rector for studies. Doctoral students are granted academic leave by vice Rector for science.

130. Academic leave period is calculated from its order issue date. First study cycle and full-time study students as well as second study cycle students whom academic leave was granted in the first semester have to resume their studies in the first semester.

131. If after the academic leave the chosen study program has overcome partial changes the student can cover the existing differences of the program free of charge. If the selected program was terminated during the academic leave the student is offered either a similar study program or other study field program.

SECTION XIII. GRADUATION FROM STUDIES

132. University graduate is a person who has accomplished all requirements of the selected degree or non-degree study program. University graduate is awarded bachelor's or master's qualification degree or doctoral degree of science or teacher's qualification.

133. Bachelor's and master's qualification degree is awarded by qualification commission established by Rector's order. Bachelor's and master's final works are defended at the public meeting in the presence of qualification commission.

134. Teacher's professional qualification is awarded by the qualification commission set up by Rectors' order. Educological study final work is defended at the public meeting in the presence of the qualification commission.

135. Doctoral degree of science is granted by Defense council which is established under doctoral studies regulations.

136. Data on the students' and graduates' assessment of the studied modules is kept in the data bases of University academic information system all the time. During studies and two years after graduation the faculties keep personal files of the students and graduates. After that, under the prescribed order personal files are transferred to University archives. Personal file has to include enrollment document, approved individual study plans, documents of postponement of accounting dates, copies of issued certificates, academic records, diplomas, supplements and other documents. The list of the archived documents is approved by Rector's order.

SECTION XIV. DIPLOMAS, SUPPLEMENTS AND STUDY CERTIFICATES

137. Graduates of first cycle studies and master's studies graduates at the University are granted a defined format diploma and diploma supplement in the Lithuanian and English languages which have been confirmed by the order of the education and science minister and coordinated with international diploma pattern approved by the European Commission. Diploma supplement is an inseparable part of the diploma, a document that supplements diploma and that provides information about the content of the acquired higher education,

138. University grants study certificates of an appropriate form for non-degree study program graduates.

139. Bachelor and master students whose average credit assessment is at least 9,5 and whose module assessment has been at least "good", and whose final work (project) has been assessed "very good" are granted honors diplomas.

140. Students and unclassified students who studied at the University selected modules but did not complete the whole study program are granted certificates where accounted modules, their scope and assessment are indicated.

141. The form and content of diplomas, supplements and study certificates are determined by the University (Rector's order) in cooperation with the Ministry of education and science.

142. Studies office is responsible for the reception, issue, safety, usage and write-off of the forms of bachelor and master diplomas, diploma supplements and certificates under strict document handling and recording rules. The reception, issue, safety, usage and write-off of doctoral diploma forms under strict document handling and recording rules are within the scope of responsibility of Science council.

143. If a graduate loses his/her diploma, its supplement or study certificate, University issues its duplicate (this function is carried out by Studies office). If the form of the lost diploma, its supplement or study certificate are no longer valid, the graduate receive the duplicate with full former information printed on a special format paper which has been set up by the Ministry of education and science.

144. The procedure of producing, keeping, issuing, using, recording, accounting and writing-off higher education qualification degree or qualification proving diplomas, diploma supplements and their duplicates is approved by Rector.

SECTION XV. INTERNAL QUALITY ASSURANCE SYSTEM

145. University study quality is assured by University internal quality assurance system, external study program assessment and accreditation, external institutional assessment and (or) accreditation and all employees' involvement into quality control activities.

146. University internal quality assurance system is developed to assess and improve study activities, and it adheres to the main documents on higher education policy of the European Union; the system complies with the European higher education quality assurance regulations and guidelines and the main laws and legal acts regulating higher education in the Republic of Lithuania.

147. Senate approves internal study quality assurance system description which defines internal study quality assurance system structure and the main provisions.

148. University performance indicators are made public. University website includes information about study programs, awarded higher education qualifications, science (art) activities, self-evaluation results; students', graduates' and other interested parties' opinion about study quality; assessments of higher education institution activities carried out by recognized institutions; graduates' career achievements and other pieces of information about studies that can be interesting to the public.

149. University implements only accredited study programs. External assessment of study programs is made by study quality assessment center or other higher education quality assessment agency which is listed in the European higher education quality assurance agency register. University website publicizes information about study program external assessment results.

150. Students and unclassified students have the right to assess the quality of the studied courses, study support activities and study program implementation.

151. Faculties, other departments and program committees have to prepare study program and department self-analysis and study program accreditation documents by taking into account experts' remarks, observations and proposals and improve study programs and department activities.

152. University carries out its performance analysis on a regular basis. University performance which is related to studies is continuously improved by taking into consideration the assumptions of self-analysis and external assessment.

CHAPTER IV. INFORMAL EDUCATION AND LIFELONG LEARNING

SECTION I. INFORMAL EDUCATION PROGRAMS

153. The purpose of informal adult education is to provide conditions for lifelong learning, satisfy knowledge demands, improve acquired qualification and acquire additional qualifications. A person who wishes to study in informal education programs is enrolled as an unclassified student.

154. Informal education programs that are implemented at the University have to be approved by Senate. University can also carry out state acknowledged programs (Government or its entitled institutions) or joint programs (Lithuanian and international organizations).

155. Informal education programs are developed with regards to the demands of the potential students or they can be developed at the request of enterprise or organization to improve their employees' qualification. Informal education programs can be implemented in the form of training courses (daytime, evening, distance, etc.), seminars and the like.

SECTION II. ORGANIZATION OF STUDIES UNDER INFORMAL EDUCATION PROGRAMS

156. The right to organize and implement informal education activities is granted to all University departments which are able to ensure the declared course content and structure, appropriate university teachers' qualification, and material and methodical environment.

157. The right to issue informal education study graduation certificates is granted to the departments where informal education programs have been approved by Senate.

158. Informal education activities performed by the University departments are coordinated by Studies office which prepares reports to external organizations and state institutions and consults University departments on legal control issues.

159. Informal education detailed organization procedures are approved by Rector.

160. Enrollment into informal education programs is carried out by University department which implement this form of studies.

161. Informal education programs accept all students who meet the requirements set up by the program.

162. After successful graduation of the informal education program, students are certificates confirmed by University.

163. If informal education program is approved by the Government or its entitled institutions or it is approved of national and international organizations recognized in Lithuania, students can receive certificates issued by these organizations or other documents, for example, licenses and the like.

164. Informal education program studies are payable. The tuition fee of informal education studies is contractual; however, the fee has to cover all direct expenses of study organization. Informal education studies are financed by unclassified students themselves, their employers, associations and other physical and legal entities.

165. The payment for work carried out with regards to the organization and implementation of informal education studies is contractual. University teachers who work in informal education programs are recommended to be paid under hourly tariff applicable to the university teachers.

166. Author's agreements can be signed with the university teachers for the development and preparation of specific training material and customized lectures.

SECTION III. RECORDING OF INFORMAL EDUCATION COMPETENCES

167. University assesses competences acquired in different environment: working place, improved qualification, participation in various organizations and groups, voluntary work, community work, studying at the institutions offering informal education, individual work and studies at leisure time and the like.

168. University recognizes competences acquired in informal adult education if the candidate can prove them by providing documents that prove his/her learning outcomes.

169. The assessment and recognition of the competences acquired in informal adult education are carried out by the entitled University department based on the informal adult education competence recognition procedures approved by Senate.

170. The procedure of the assessment and recognition of competences acquired in informal adult education is payable. The procedure of the assessment and recognition of competences acquired in informal adult education is financed by the candidate. It can also be financed by candidate's employer, various associations, the Lithuanian job center of the Ministry of social security and labor as well other legal and physical entities.

CHAPTER V. RESEARCH ACTIVITIES

SECTION I. RESEARCH DEPARTMENT STRUCTURE, THEIR ESTABLISHMENT, CLOSING AND RESTRUCTURING

171. Research (art) performance is carried out by all academic departments except independent and faculty study service centers. Research activity is the main activity of University research institutes and centers and faculty research centers and laboratories.

172. Departments involved in research (art) activities carry out fundamental and (or) applied research and experimental (social, cultural) development, publish and disseminate to the public research results, participate in national and international programs and projects by disseminating high level technologies and humanitarian, social, informational and technological culture based on the principles of harmonious development.

173. University can establish research institutes with the aim to perform large scope, long-term, inter-field and inter-branch, international level fundamental and applied research activities.

174. Research departments (on the basis of temporary creative staff involving researchers from different departments for the solution of a big practical problem requiring science and research knowledge) are established. The established departments must comply with the adequate department establishment quality criteria. Their activities cannot depend critically on one person. Research departments need to have full-time equivalent employees – researchers. At least a half of the department income has to be comprised of assignments from the state budget.

175. Research departments follow the principles of integrity of research, all cycle studies and business. They are active valley members.

176. Research department can be established if its initiation request and strategy and plan comply with typical University approved procedures on research department performance strategy and plan, if it is confirmed by Senate research and development committee if it seeks the status of university department or it is approved by faculty council if it seeks the status of the faculty research department, if it defines the necessary material basis, full-time equivalent employees, if it states that there is no interest conflict and there are no objections from other departments on the establishment of this department and if it meets other requirements that are determined by Senate for the establishment of research departments.

177. Final decision on the establishment of research department is made by Rector after the evaluation of University economic status in general and presentation of the established research department at the valley board.

178. Senate approves research department performance regulation pattern, qualification requirements and performance monitoring procedure.

179. Department full-time equivalent researchers who carry out university and other research programs and projects as well as business organization orders are hired under the provisions of contest and other legal requirements.

180. Research department regulations prepared by research regulation pattern are approved by Senate.

181. Every research department prepares three-year and annual performance plans based on research strategy according to the plan preparation pattern which has been approved by Rector.

182. Every three years the assessment of the research department performance is carried out based on the assessment methods approved by Rector. If the performance of the research

department is assessed negatively the period of a year and a half is given to the research department to improve its performance.

183. If the repeated assessment is negative the research department is restructured into research group.

SECTION II. AREAS OF RESEARCH

184. Research areas of faculty and independent study departments except service centers have to ensure the linkage between study programs, doctoral studies and research activities as well as have to be related to national and international cooperation programs and staff high research qualification. Bigger attention and resource concentration on prioritized topics is encouraged.

185. First level research departments associate research areas with their demand, University, national and international priorities, accumulation of financial resources, existing material base and research staff qualification and experience.

186. The scope of research is predetermined by study programs and development of highest qualification researchers as well as other national needs, the amount of business and state budget orders and required finances for hired researchers' performance.

187. University science strategy development with participation of academic departments, research field commissions, science strategic groups set up by Rector, and offices is coordinated by vice Rector for science and approved by Senate.

SECTION III. ORGANIZATION AND CONTROL OF RESEARCH

188. Based on the assumption that research and studies based on research are the essence of University performance, scientists and researchers devote the whole working time for research, while university teachers except visiting teachers, university teachers working on hourly basis, lecturers and teachers working with terminated labor contracts, devote at least one third of their working time for research activities.

189. University research expert functions are performed by Senate research and development committee.

190. Research activities of the academic departments are coordinated by vice Rector for science. He is advised by Science strategy group and supported by Science council and other offices and departments.

191. Faculties and independent study departments except service centers organize research and are coordinated by responsible faculty administration staff who are appointed by Dean and whose functions are defined by Dean and approved by Rector. In research departments these functions are implemented by their heads.

192. Research field commission facilitates the activities related to the development of research areas or branches as well as inter-field and inter-branch research at the University. In case of necessity, research field commissions can be joined.

SECTION IV. FINANCING OF RESEARCH

193. University research is financed from different sources: state budget is allocated for basic financing and for University employees' research incentives; national contest financing received from the orders made by Lithuania and other countries; and international programs, projects and funds.

194. University controls research finances and uses them for research activities and experimental (social, cultural) development.

195. The scope and procedure of deduction of non-budget income from departments for research (art) activities are set by the Council based on the University profit and loss account.

196. State budget means for the development of research, art and applied research are distributed to the University departments based on the research, applied research and art performance results as well as on the needs of study programs and doctoral studies under a procedure approved by Rector and recommended by Senate.

197. Department and academic staff research activities are supported and encouraged in every possible way. It is one of the main factors in the contests for the acquisition of research equipment, in determining the number of full-time equivalent working places for researchers, in receiving orders for research and expertise, in determining employees' salary coefficients and salary extras and bonuses.

198. Departments are entitled to provide all necessary conditions and finances as well as provide material means for students and organizations to participate in research activities.

199. Council allocates money to the science fund every year based on the annual budget. Science fund is the main source of the organization of research activities at the University and of assurance of research process continuity.

200. In order to increase research financing effectiveness and to mobilize research groups for the solution of the problems of prime importance, science fund means are distributed to research departments and research programs and to some smaller extent to research groups according to the prioritized criteria set up by Senate. The function of research program contest commission is carried out by Senate research and development committee; the expert functions of the research support applications are carried out by research field commissions. Applications are prepared and contests are held according to procedures of the research programs and other contests which are approved by Senate.

201. A part of the science fund means are allocated to the organization of scientific conferences and exhibitions and to the development of innovative projects and their marketing; to departments which hired young researchers; to the publication of books and research journals; to students' organizations which participate in research activities, and the like.

SECTION V. RESEARCH FIELD COMMISSIONS, DOCTORAL COMMITTEES AND JOINT DOCTORAL COMMITTEES

202. Research field commissions (hereinafter- commissions) are established for all research fields approved by research classifier of the Republic of Lithuania which studies or research is held at the University.

203. Commissions prepare research field strategy and development recommendations; submit annual research field commission performance reports; participate in the assessment of research performance of university academic departments; evaluate academic department annual and long-term research plans and annual research performance reports.

204. Commission activity rules, commission composition and chairpersons are approved by Rector after taking into account department proposals.

205. PhD committees coordinate PhD studies and research activities; they perform the selection of doctoral thesis topics; choose supervisors for doctoral students and submit them for Senate approval; intermediate in appointing consultants; submit conclusions on the research level of the departments involved in PhD studies process and researchers' compliance with qualification

requirements, PhD studies, research and their result publication, doctoral thesis preparation program and doctoral thesis language; certify PhD students and ensure PhD process success; take care for the improvement of PhD process level and intermediate in the postponement of doctoral program dates, evaluate doctoral theses and compose defense councils.

206. PhD committees develop and approve research field PhD study programs and their modules. In cooperation with faculties, chairs and other academic departments, PhD committees submit proposals on the improvement of the existing modules and development of the new ones.

207. PhD committee work is regulated by research field PhD studies documents.

SECTION VI. RESEARCH, EXPERIMENTAL, CONSTRUCTION AND TECHNOLOGICAL WORK IMPLEMENTATION CONTRACTS

208. University draws research, experimental, construction and technological performance agreements to construct a prototype of a new product or to prepare construction and production or technological documents with the ordering parties based on the Civic code norms.

209. University is obliged to ensure the confidentiality of the contracted information related to the contract subject matter and work results.

210. Contracted intellectual property sharing issues are solved by KTU intellectual property control and information sharing regulations.

211. In case of open proposal, contractor – University departments are selected by contest. If the client approaches any department directly and that department has the right to draw contracts, it is allowed carrying the order without any competition.

212. Contract signed at the University is either drawn by using typical contract pattern documents or it can be prepared by the client. Prepared contract analysis is carried out by innovation department of University innovation and business center in compliance with KTU intellectual property control and information sharing regulations. The contract is registered and classified by Science office.

213. By Rector's defined procedure, contracts are classified into categories according to their scope and level of responsibility. Highest category contracts have to be signed at least by University vice Rectors. Other contracts can be signed by University department heads as entitled by Rector. Internal contracts are signed with contract supervisors. Internal contracts deal with the responsibility of contract supervisor, contract executors and finance analysts to adhere to the contract handling procedures approved by University,

214. Contract can be drawn after thorough analysis, evaluation of the complexity of work to be carried out, claim for intellectual, financial and material resources, possibilities of the University department to fulfill the contract and other aspects. It is also very important to clarify whether contract provisions do not contradict the laws of the Republic of Lithuania; if they are well defined and the appropriate documents are used. If any data is missing, it has to be supplemented and clarified.

215. Detailed procedure on research, experimental, construction and technological work implementation contract drawing and control are defined by Rector's order.

SECTION VII. PROTECTION AND CONTROL OF INTELLECTUAL PROPERTY

216. Department heads and contract supervisors (hereinafter – applicants), whose work task results have got the qualities associated with the law on authors' rights and transfer of contiguous

rights of the Republic of Lithuania, with Rector's consent can sign licensed, author's right transfer and other contracts with University and other institution employees.

217. Preparation and control as well as work approval procedure and typical forms of application, contract, transfer and acceptance acts and payment estimation are approved by Rector's order.

218. Author's contract supervision and applicants' consultation are implemented by University author's contract supervision commission.

219. Originals of prototypes that have been developed in carrying out work duties or by performing work task are kept for a certain time by University departments which ordered them. When the defined time is over except software, originals are returned to the authors with their property rights to these originals. If it is beneficial to the University, University can draw a new author's contract with the prototype's author on the transfer of property rights.

220. When drawing author's contract with prototype authors University entitles itself to defend author's rights under approved procedure.

221. Under Rector's defined procedure, University employees and departments are provided with the services to prepare applications for property objects (inventions, industrial design, trademarks, copyrights), register them at the State patent bureau and/ or patenting institutions in other countries, prepare license agreements and establish spin-offs.

222. Department entitled by Rector represents applicant in receiving industrial property object legal protection documents and defending his/her interests in case of possible violations, and consults applicants on the issues of intellectual property protection in Lithuania and abroad.

223. In the University name, Rector can allocate financial resources for the registration of industrial property objects and for the renewal of the registration of the industrial property objects.

SECTION VIII. IMPROVEMENT OF RESEARCH AND PROFESSIONAL QUALIFICATION

224. University academic staff, university teachers and researchers must maintain and improve their qualifications by carrying out research and publishing its results in scientific publications and by improving their qualification at least once in five years.

225. Qualification is improved in various courses, in other research and study institutions, industrial enterprises, during qualification trips and probations. If qualification is improved under certain program, a certificate of qualification improvement is issued stating the assessment of practical and (or) theoretical skills and awarding of a certain professional qualification. Defended doctoral thesis, a published textbook or monograph or creative leave can be considered examples of qualification improvement.

226. All University departments which have got full-time university teachers, scientists and researchers, develop five-year qualification improvement plans.

227. Department heads have to encourage employees' personal initiative to improve qualification not only during the time assigned by qualification improvement plan but in other forms too. Total period assigned for probation and qualification improvement should not exceed 12 months within five years.

228. Qualification improvement financial sources can be University science, studies and international relations funds, education and science Ministry subsidies, other Lithuanian and international funds, their financed programs and projects, and various business donations.

229. University teachers, scientists and researchers can be sent on creative leave according to the principle of contest every five years for a period of max. one year to carry out research or to improve their scientific, methodical and/or professional qualification. Contest can be held at University or faculty level. During creative leave, employee receives his/her average salary from the University budget.

230. Rights, requirements and restrictions of scientific or professional qualification improvement of University academic staff, scientists and researchers at the University or at any other national or international institution either at one's own initiative or with the appropriate appointment after working hours or out of work are regulated by the document approved by Rector.

SECTION IX. DOCTORAL THESIS DEFENSE AND DOCTORAL DEGREE AWARD

231. Doctoral theses are defended in doctoral thesis defense councils (hereinafter – Councils) approved by Rector and regulated by the documents of research field doctoral studies.

232. Person who seeks to acquire doctoral degree of science and has written doctoral thesis and published the results of their research, requests Rector for permission to defend his/her thesis. When Rector receives research field PhD committee recommendation, he/she appoints thesis defense date and Council.

233. Council documents are handled and thesis defense meetings are arranged by Science office. Council activities are organized by Council chairperson.

234. If the doctoral thesis is defended, University awards the defendant with doctor of science (art) degree and doctor of science (art) diploma.

SECTION X. ORGANIZATION OF SCIENTIFIC CONFERENCES

235. University holds internal, national and international scientific conferences, symposiums, seminars and schools.

236. For conference running, organization committees are set up, and for international conferences – scientific committees are set up involving outstanding scientists who perform the selection of conference participants, evaluate submitted research materials and prepare conference publications. Conferences are held under the conference organization procedure approved by Rector.

237. Conferences are financed by their participants; they can be supported by University, national funds and third parties.

238. University holds annual conference cycle “Lithuanian science and industry” by financing it from the sources of science fund and providing organizational and technical support.

SECTION XI. DISSEMINATION OF RESEARCH AND TECHNOLOGICAL (SOCIAL, CULTURAL) DEVELOPMENT RESULTS

239. Based on University defined qualification requirements for different occupied positions, university teachers, scientists and researchers must publish their research or applied research findings in high level international scientific journals, periodicals and other publications and /or present research and applied research findings at high level international scientific conferences if the research client is not against it.

240. University library develops and maintains scientific publication base that includes publications of University employees and provides internet services to all University employees and departments.

241. Every year, University prepares, publishes and disseminates to public informational publication – scientific research report of the previous year.

SECTION XII. RESEARCH AND APPLIED RESEARCH QUALITY ASSURANCE SYSTEM

242. Scientific and technological research quality assurance system is being implemented at the University which assures scientific and technological research quality in all University departments according to each department expectations and facilitates to achieve common University aims as well as maintain high science potential.

243. Quality must be achieved by applying a full spectrum of means starting with the improvement of separate work processes of single employees and finishing with supervision of research projects, which is being carried out by outstanding independent scientists.

244. Quality system development and maintenance work at the University is monitored by permanent quality council approved by Rector.

CHAPTER VI. INCENTIVES AND PENALTIES

SECTION I. SCHOLARSHIPS

245. Incentive scholarships based on scholarship granting procedure approved by Rector are granted to both state-financed and state non-financed students. Social scholarships to higher education institution students are granted under the Lithuanian government regulation. These scholarships are granted and paid by State studies fund. By University Rector's order, one time social scholarships can be granted to students who lost their parents, in case of illness or other cases when the financial status of the students worsens all of a sudden. Scholarships of sponsors and donors are granted based on scholarship establishment agreement and rules.

246. PhD students' scholarship granting procedure is defined by doctoral studies regulations. Third study cycle students (PhD students) have a possibility to get the Lithuanian science council scholarship which is granted for one year but till the end of PhD studies determined by science or study institution.

247. Students who achieve good results in studies, research, social, cultural or sport activities, can be granted personal bonuses or one time incentive scholarships, Rector's or Dean's messages of thanks, by right of priority part-time studies abroad or internships and the like. The main indicator of students' incentives is academic record and active involvement in University research and other activities.

SECTION II. RULES OF ACADEMIC PENALTIES

248. University community members have to follow University Statute, these regulations, code of academic ethics and other University internal rules. University administration ensures adherence to the University Statute and these regulations by local acts regulating labor relationships. Observance of code of academic ethics is ensured by collegium of academic ethics.

249. If University community members violate code of academic ethics, the following academic penalties are applied: academic reprisal, academic reprimand and severe academic reprimand.

250. Academic penalties do not coincide with disciplinary penalties which are conferred under labor relations procedure. If labor discipline violation incorporates violation of academic

ethics one penalty can be conferred for this violation, either academic or disciplinary. Academic penalty procedure is defined by guidelines approved by Rector.

251. If a student violates code of academic ethics two times and receives academic penalties, he/she is considered to have performed the essential violation of the study agreement (LR CK 6.217 str.), it becomes a legal background for the University to terminate the study agreement with the student.

252. If a university teacher, scientist or researcher violates the code of academic ethics and is conferred an academic penalty, the latter becomes a background for non-payment of bonus or for the reduction of bonus. The conferred severe academic reprimand can be the reason not to renew the labor contract when the validity time of the labor contract expires.

SECTION III. ACADEMIC CHEATING IN WRITING FINAL WORK OR DOCTORAL THESIS TO ACQUIRE QUALIFICATION DEGREE

253. Academic cheating in writing final work (project) or doctoral thesis (hereinafter – final work) is considered to be the presentation of other people’s research (art) results as personal regardless of the fact whether these results are protected by the author’s rights or not.

254. Any University member has the right to submit a report to the collegium of academic ethics on the instance of academic cheating of the final work which is ready for defense at least ten days before the defense of the final work. Collegium of academic ethics can start investigation of the instance of academic cheating in writing a final work on its own initiative without making the primary source of information public.

255. If collegium of academic ethics decides that there are indications of academic cheating in the final work, and the array of these indications might have significant impact on the validity of the final work, the conclusions of the collegium are forwarded to Senate with the recommendations to establish experts’ group (assessment commission) of the appropriate research (art) field. The research (art) field experts’ group is set up based on the same principles as the establishment of the final work defense commission or council at the appropriate level.

256. If Senate acknowledges the conclusions of the collegium of academic ethics as being valid, the proper research (art) field experts’ group is established by Senate whose task is to assess the array of academic cheating and by voting to make a decision on the annulment of final work defense results and the recall of the right qualification (degree). The person blamed for academic cheating has the right to make a speech at the Senate meeting when the conclusions of the collegium of academic ethics are considered.

257. Research (art) field experts’ group by Senate’s order makes a decision to recall the award of the appropriate qualification (degree) when the array of academic cheating diminishes the value of the final work essentially. If such decision is made the other learning outcomes of the proper cycle remain valid, and the person with regards to whom the decision has been made has the right to prepare and defend final work for the second time but only in one year.

258. If the instance of academic cheating of the final work is of minor significance and it does not diminish the value of the final work essentially, research (art) field experts’ group makes a decision of not to recall the awarded qualification (degree). In that case the conclusion is forwarded to collegium of academic ethics for final decision.

259. Research (art) field experts’ group by Senate’s order has (if it is possible) to provide opportunity for the person (or his/her representative) who is blamed for academic cheating to present arguments and evidence to the experts’ group. .

260. A person whose final work is under academic cheating checking procedure, at any stage of investigation procedure but as long as research (art) field experts’ group does not submit its

conclusions has the right to inform that he/she repudiates awarded qualification (degree) and to request the termination of the investigation procedure.

261. Based on the conclusions of research (art) field experts' group or person's application, Rector issues an order to recall qualification (degree).
