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Kaunas University of Technology of
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ACADEMIC REGULATIONS OF KAUNAS UNIVERSITY OF TECHNOLOGY

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CHAPTER I GENERAL PROVISIONS

1. The Academic Regulations of Kaunas University of Technology (hereinafter - Regulations) regulate the relations related to study, research/artistic and innovation activities at Kaunas University of Technology (hereinafter - University).

2. The provisions of the Regulations are implemented by the academic community and administrative departments of the University. Students and unclassified students (hereinafter - students) are obliged to comply with the provisions of the Regulations from the date of conclusion of the learning agreement with the University.

3. The Regulations are prepared following the Law on Higher Education and Research of the Republic of Lithuania, the Statute of Kaunas University of Technology (hereinafter - Statute) and other legislation related to the regulation of higher education and comply with the Guidelines of the European Higher Education and Research Area, the national policy of higher education, and the strategy of Kaunas University of Technology.

4. The terms used in the Regulations are interpreted as defined in the Law on Higher Education and Research and other legislation regulating higher education.

CHAPTER II STUDY, RESEARCH/ART AND INNOVATION MANAGEMENT

SECTION ONE MANAGEMENT OF STUDY, RESEARCH/ARTISTIC AND INNOVATION ACTIVITIES

5. The University's policy on studies, research/art and innovation is set out by the Council and the University Senate and implemented by the rector, vice-rectors, administrative and academic departments.

6. The University Council approves the University's mission, vision, strategic plan, plans for the University's restructuring and performs other functions stipulated by the Law on Higher Education and Research and the Statute.

7. The University Senate approves the Regulations, study, research and experimental development programmes, and art programmes, evaluates the quality and level of studies, research and artistic activities, approves the internal study quality assurance system, and performs other functions stipulated by the Law on Higher Education and Research and the Statute

8. The rector manages the University, organises its activities, issues orders binding on employees and students, employs and dismisses employees, admits and expels students, determines the beginning and end of the academic year, semesters and vacation periods, and performs other functions stipulated by the Law on Higher Education and Research and the Statute.

9. The rector is assisted in the organisation of research and study activities by the vice-rectors and administrative departments.

10. The following persons are involved in the management of studies, research/artistic and innovation activities:

- 10.1. the vice-rectors and the heads of the administrative departments subordinate to them;
- 10.2. the heads of the first-level and second-level academic departments;
- 10.3. the heads of the faculty study committees;

10.4. chairpersons of the fields' study programme committees and doctoral committees of the science/art fields.

11. The University Council appoints vice-rectors at the proposal of the rector. Vice-rectors administer the area of the University's activities or management assigned to them by the rector and act on behalf of the rector in their assigned areas.

12. The Vice-rector for studies is responsible for the development and policy formulation of studies, study quality, internationalisation and the management of the study process and student experience at the University.

13. The vice-rector for research and innovation is responsible for the development of research/arts and innovations, policy formulation, doctoral studies, the management of the process of research and experimental development, artistic and innovation activities at the University.

14. The head of the first-level academic department - the dean of the faculty or the director of the science institute - manages the academic department, acts on its behalf, represents it and manages its property. The rights and duties of the head of the academic department are set out in the job description.

15. The head of the second-level academic department organises and coordinates research and pedagogical activities of the department's employees and doctoral students, ensures the high-quality provision of study modules, properly distributes the overall workload of the second-level department's academic employees in terms of studies and research/artistic activities, and plans and organises the process of career planning and development of competencies.

SECTION TWO ACADEMIC DEPARTMENTS AND COMMITTEES

16. The faculty is a first-level academic department which provides studies, conducts research and experimental development, innovation activities and performs other functions set out in the Statute, the regulations of the faculty and other legislation.

17. Science institute is a first-level academic department which conducts research and experimental development, participates in the second cycle studies and provides the third cycle studies, disseminates scientific knowledge to the public and performs other functions set out in the Statute, the regulations of the science institute, and other legislation.

18. The university study quality committee is assembled at the University level; it acts as an advisory body to the vice-rector of studies by making proposals and recommendations on the development of the University's studies, the formulation of the University's study policy and quality culture, the development of study programmes and the quality assurance of study programmes. The regulations of the University study quality committee and the composition of the committee are approved by the rector of the University.

19. The university research strategy committee is assembled at the University level for the forming and implementation of the research and innovation policy; it acts as an advisory body to the vice-rector of research and innovation by providing expert advice and proposing decisions on strategic issues of the University's research and innovation development. The regulations of the university research strategy committee and the composition of the committee are approved by the rector of the University.

20. The faculty study committees are assembled for the implementation of the university's and faculty's study objectives, ensuring the study quality at the faculty and making inter-faculty and/or interdisciplinary decisions on the implementation of study programmes; they are chaired by the chairpersons. The regulations of the faculty study committees and the composition of the committees are approved by the rector of the University.

21. The fields' study programme committees are assembled for coordination, improvement and quality assurance of the study programmes of the first, second cycle, integrated and professional studies; they are chaired by the heads of study programmes. The regulations of the fields' study programme committees and the heads of study programmes are approved by the rector of the University.

22. The doctoral committees are assembled for coordination, improvement and quality assurance of the study process in third cycle studies and research/artistic activities in individual science/art fields in which the right to provide doctoral studies is granted by the Minister of Education, Science and Sport. The procedures of the work and composition of doctoral committees are approved by the University Senate. The chairperson of the doctoral committee is appointed by the rector of the University from the members proposed by the doctoral committee.

CHAPTER III STUDIES

SECTION ONE SYSTEM OF STUDIES

23. The University provides cyclic (first, second and third cycle studies, integrated studies including first and second cycle studies), professional (pedagogical) and other (additional, partial) studies.

24. Studies at the University are organised in full-time and part-time forms which vary in intensity and duration:

24.1. Full-time form of the first and second cycle, integrated and professional studies has to have at least 45 and not more than 60 study credits per year. The standard volume of one year's studies is 60 credits. Part-time studies comprise at least 30 and not more than 45 study credits per year, but the total duration cannot exceed one and a half times the duration of full-time studies with the standard of 60 study credits for full-time studies.

24.2. The third cycle (doctoral) studies are organised at the University as full-time studies.

25. The University provides three cycles of degree studies:

25.1. First cycle - bachelor's studies, the graduates of which are awarded a bachelor's qualification degree corresponding to the sixth level of the Lithuanian Qualifications Framework which entitles them to engage in professional activities and/or continue education in master's studies. The volume of a study programme can be 180, 210 or 240 (in cases specified in the description of the study field (group of study fields) by the Minister of Education, Science and Sport) study credits, and the duration of full-time studies can be 3, 3.5 or 4 years, respectively, and the duration of part-time studies can be 4.5, 5 or 6 years.

25.2. Second cycle - master's studies, the graduates of which are awarded a master's qualification degree corresponding to the seventh level of the Lithuanian Qualifications Framework

which entitles them to engage in professional activities and/or continue education in doctoral studies. The volume of a study programme can be 90 or 120 study credits (the duration of full-time studies can be 1.5 or 2 years, respectively, and part-time study can take 2, 2.5 or 3 years), except for the Master of Business Administration (MBA) degree which can be 60 credits.

25.3. Integrated studies comprising first and second cycle studies, the graduates of which are awarded a master's qualification degree corresponding to the seventh level of the Lithuanian Qualifications Framework which entitles them to engage in professional activities and/or continue education in doctoral studies. The volume of study programmes can be 300 or 360 (in cases specified in the description of the study field (group of study fields)) study credits (the duration of full-time studies can be 5 or 6 years, respectively).

25.4. Third cycle - doctoral studies, which graduates, upon completion and defence of the doctoral dissertation (art project), are awarded a doctoral degree in science (art) corresponding to the eighth level of the Lithuanian Qualifications Framework. Research doctoral studies include studies (at least 30 study credits), research, and preparation and defence of a doctoral dissertation. Art doctoral studies include studies (at least 40 study credits), artistic-creative activities (at least 80 study credits), artistic or artistic and scientific research (at least 80 study credits), and preparation and defence of an art project. The duration of full-time studies is 4 years.

26. Study programmes of professional studies are designed for the acquisition of a qualification. The volume of these studies is 60 study credits and they are full-time studies with duration of one year. The University offers a professional study programme in the field of pedagogy, which provides graduates with a teaching qualification entitling them to work in educational institutions.

27. Additional studies are intended for persons who have obtained a professional bachelor's degree or a bachelor's degree (a master's degree if they have completed integrated studies) and wish to continue education in master's studies. Additional studies comprise between 30 and 60 study credits with duration of at least one semester.

28. Degree and/or qualification studies are organised at the University under the study programmes approved by the University Senate and registered in the Register of Studies, Training Programmes and Qualifications. Third cycle studies are organised at the University according to the regulations of research/art doctoral studies which are approved by the University Senate or the Senate of the institution coordinating joint doctoral studies in agreement with the Research Council of Lithuania.

29. A qualification (bachelor's, master's) degree can be awarded upon completion of the relevant study programme and achievement of the learning outcomes stipulated therein. A joint qualification degree can be awarded upon completion of a joint study programme. The qualification degree is certified by a diploma (in the case of a joint programme, it may be a joint diploma) and a diploma supplement. A qualification can be awarded together with the qualification degree if the University has the approval of the competent authority to award the qualification.

30. The following types of qualifications are available:

30.1. A qualification degree awarded upon completion of the study programme in one field. The name of the qualification degree corresponds to the name of the group of study fields of the field. It applies to the first and second cycle and integrated studies (in the cases specified in the descriptions of the study fields (groups of study fields)).

30.2. A qualification degree awarded upon completion of a programme in two study fields. The title of the qualification degree corresponds to the titles of the groups of study fields of both fields, or one of them if both fields are classified in one group of study fields. It applies to the first cycle of studies. If there is a choice of study fields, the options are specified in the programme description.

30.3. A qualification degree awarded upon completion of an interdisciplinary study programme. The programme may comprise no more than three study fields. The name of the qualification degree corresponds to the name of the group of study fields of the main (dominant) study field. It applies to the first and second cycle studies. If there is a choice of study fields, the options are specified in the programme description.

30.4. The doctoral degree in science/art in the relevant science/art field is awarded upon completion of third cycle studies and defence of a doctoral dissertation (art project).

SECTION TWO STUDY PROGRAMMES

31. Study programme is the entirety of the implementation of the studies of study field(s) at the University and its description (does not apply to third cycle studies) which stipulates the expected learning outcomes and the content of the studies, learning activities, study and assessment methods, tools, human and other resources required to achieve them.

32. The University only provides approved study fields and programmes and research/art doctoral studies, the right to provide which has been granted to the University by the Minister of Education, Science and Sport.

33. The study programmes of the first and second cycle and integrated studies have to comply with the general and specific requirements set out in the descriptions of the study field (group of fields) or the general requirements approved by the Minister of Education, Science and Sport if there are no approved specific requirements and the legislation of the University.

34. Study programmes are prepared taking into account the need for specialists to be trained under the programme and the employability of graduates, the potential of the University's academic departments, the level of science, and the human and material resources available for the launch of a new study programme.

35. A working group is assembled for the preparation of the study programme to be implemented, consisting of members of the academic community and social partners. The working group must include at least one student and at least one representative of the social partners.

36. The concept and description of the study programmes intended to be provided are discussed in the faculty study committee, the faculty council and the University study quality committee. The working group for the development of the study programme intended to be provided take into account the submitted remarks, revise the description and submit it to the Department of Academic Affairs for review. After assessing the compliance of the study programme intended to be provided with the legislation governing the provision of study programmes, the Department of Academic Affairs forwards the description to the vice-rector for studies, who submits the programme to the University Senate for approval. Upon the approval of the University Senate, the documents of the study programme intended to be provided are submitted for external evaluation and approval under the procedure set out by the legislation of the Republic of Lithuania. The results of the approval

are made public on the University's website. Study programmes are registered under the procedure set out by the Ministry of Education, Science and Sport of the Republic of Lithuania.

37. The study objectives of each study programme have to be clearly formulated and linked to the learning outcomes (knowledge, understanding, skills and attitudes) to be acquired by the graduate. If the study programme leads to the acquisition of a qualification for which the requirements are set out by the legislation of the Republic of Lithuania or international legislation, the study objectives have to be linked to the requirements set out by these documents.

38. A study programme may provide for the specialisation of at least 24 credits, which enables the achievement of the outcomes in the same study field or group of study fields. The specialisation enables the development of specific and/or deeper competencies in the field.

39. The study programme has to provide the opportunity for the student to personalise his/her studies by choosing study modules of the same study field or a different study field (a set of alternative study modules, an interdisciplinary competence, studies in a related study field, additional internship, etc.) which are studied at the University or another higher education institution.

40. Study module is an element of a study programme consisting of one (several) content-related and integrated subjects, having a common objective and expected learning outcomes. A study module is taught for one semester. The standard duration of a study module is 6 credits.

41. A study credit is a unit of study volume which measures the average time required by a student to achieve the learning outcomes. One year of full-time studies of 1600 hours is equivalent to 60 credits. One credit is equivalent to one European Credit Transfer and Accumulation System (ECTS) credit and represents 26.67 hours of student's on-campus and independent work.

42. The studies of a study module may require mandatory initial preparation. The studies of the module are completed by an examination or by an assessment of the student's independently completed work/project, assigning it to the excellent, standard or threshold level of academic achievements according to the Guidelines for Evaluation of the Academic Achievements of the Students of Kaunas University of Technology approved by the rector of the University.

43. According to the nature of the study module, it may be compulsory in the study programme, chosen from the list of alternative study modules or freely selected from the University's list of study modules.

44. The outcomes of a study module are achieved through on-campus (including synchronous distance) learning and independent work. On-campus (including synchronous distance) learning includes classes with the participation of students and lecturer(s). Student's independent work is the preparation of projects, assignments, surveys, the study of theoretical and methodological material, preparation for classes, assessments and other individual or group learning activities designed to acquire knowledge, skills and competencies.

45. The preparation of study module descriptions, their quality assessment, approval and registration are regulated by the Guidelines for Approval of Study Modules approved by the rector of the University. The form of a study module programme is provided in the methodological instructions for the preparation of study modules at Kaunas University of Technology, approved by the rector of the University.

46. General university study modules are designed for the development of general competencies. To develop the fundamental learning outcomes of the study field(s) which are repeated in many study programmes, fundamental study modules are developed. The list of general university

study modules and fundamental modules and their volume in credits are approved by the rector of the University after taking into account the opinion of the University Senate.

47. The study programme's academic personnel has to meet the requirements of the study cycle, field and programme:

47.1. In the first cycle and integrated studies, at least half of the study field's modules have to be taught by scientists or recognised artists (arts subjects).

47.2 In second cycle studies, at least 80% of the study modules' lecturers have to be scientists or recognised artists (arts subjects). The remainder may be practitioners who have gained at least -3 years of professional experience in applied subjects within the last 7 years. At least 20% of the study field's modules have to be taught by professors.

47.3. In third cycle studies, lecturers of all study modules have to be scientists or recognised artists and hold a position of at least an associate professor or senior researcher (in the case of doctoral studies in art, they have to at least meet the requirements for a senior researcher).

48. The material and methodological basis for the provision of the study programme have to meet the requirements set out in the description of the study field (group of study fields) or, in its absence, the description of the General Requirements for Provision of Studies approved by the Minister of Education, Science and Sport (not applied to third cycle studies).

49. The quality of study programmes is ensured through continuous monitoring, internal and external evaluation of study fields and programmes. Based on the findings of monitoring, study surveys, evaluation and approval, as well as the recommendations of experts, the study programme has to be updated annually by the decision of the fields' study programme committee. The quality of the third cycle studies is ensured under the procedure set out in the regulations on research/art doctoral studies and other legislation.

50. To obtain the right to provide doctoral studies in a respective science/art field, the University submits an application and other documents to the Ministry of Education, Science and Sports and the Research Council of Lithuanian under the procedure set out in the Regulations on Research Doctoral Studies and the Regulations on Art Doctoral Studies. The right to provide doctoral studies in a respective science/art field is granted by the order of the Minister of Education, Science and Sport.

SECTION THREE STUDENT ADMISSION

51. The total number of positions of studies by study fields and/or groups of study fields and study cycles are determined by the University Senate. The number of positions in third cycle studies science/art fields is approved by the Minister of Education, Science and Sport.

52. The University Senate annually approves the Regulations of Admission to Kaunas University of Technology by the deadline specified in the Law on Higher Education and Research which set out the procedure for the applicants to be admitted to the University's study programmes (in the case of the third cycle - science/art fields).

53. Student admission is carried out to the study programmes registered under the procedure established by the Ministry of Education, Science and Sport and following the minimum number of positions of studies in the study programmes set out by the order of the Minister of Education, Science and Sport. Admission to state-funded third cycle studies is carried out following the minimum number

of state-funded positions in doctoral studies set out by the Ordinance of the Minister of Education, Science and Sport for the respective science/art fields.

54. Admission to the University can be carried out until the beginning of studies under the relevant study programme. Admission to third cycle studies can be carried out until 1 December of the current year.

55. Admission to the first cycle and integrated studies is available under the procedure of the competition to persons who meet the requirements stipulated by the Law on Higher Education and Research and other criteria set out by the University. Persons must meet the minimum indicators and the minimum admission competition score approved by the Minister of Education, Science and Sport. The University sets out a list of competitive subjects by study fields and publishes it at least 2 years before the beginning of the relevant academic year.

56. Admission to the study programmes of the second cycle and professional studies is available to persons who have completed the first cycle or integrated studies and meet the admission requirements specified in the descriptions of the study fields (group of study fields) and the descriptions of the second cycle study programmes and other legislation. Holders of bachelor's degree whose learning outcomes do not meet the admission requirements for a specific second cycle study programme must have completed additional studies and/or have practical experience in the scope set out by the University. The University publishes the admission requirements at least one year before the beginning of the relevant academic year.

57. Admission to third cycle studies is available under the procedure of the competition to persons who have completed second cycle or equivalent studies and meet the general admission requirements and the admission requirements for the relevant science/art fields set out by the University. Applicants are admitted to doctoral studies in the science/art fields coordinated and uncoordinated by the University. Admission to doctoral studies in the science/art fields uncoordinated by the University is carried out according to the admission rules approved by the institutions coordinating the science/art fields.

58. Persons wishing to resume their studies at the University are admitted to the second and subsequent semesters of studies (except for the third cycle studies). For admission to a further semester of studies, depending on the content of the study programme to be studied, the learning outcomes achieved in previous studies are included. Learning outcomes are included according to the Guidelines of Kaunas University of Technology for the Recognition of Learning Outcomes approved by the rector of the University.

59. Persons who are at least 16 years of age and wish to study individual study modules of the University are admitted as unclassified students. Academic transcripts specifying the completed study modules are issued to these persons when they get the assessment of the study modules.

60. The education required for the respective study cycle has to be proved by educational documents issued by institutions of the Republic of Lithuania licensed for teaching or study activities. Documents issued by foreign institutions have to be recognised in the Republic of Lithuania under the relevant procedure - academic recognition of the qualification of these documents, determination of the equivalence of the subjects taught and their transfer into the Lithuanian evaluation system is mandatory. Recognition of education obtained at foreign institutions is carried out at the University by the International Relations Department.

61. General admission to the first cycle and integrated studies is carried out by the institution authorised by the Ministry of Education, Science and Sport - the Association of Lithuanian Higher

Education Institutions for General Admission Organisation (hereinafter - LAMA BPO). Institutional admission to the first and second cycle, as well as integrated, professional and additional studies, is organised by the Department of Academic Affairs and academic departments. Admission of third cycle students is organised by the Doctoral School and the doctoral committees of the science/art fields. Admission of foreign citizens to state non-funded first and second cycle studies is organised by the International Relations Department.

62. The dates of the admission procedures to the University are set out by the order of the rector of the University. The dates of the general admission procedures for the first cycle and integrated studies are set out by the LAMA BPO.

63. Persons who meet the admission requirements, have completed the admission procedures within the established deadlines and have been successful in the competition conclude a learning agreement with the University. The forms of agreements are approved by the rector of the University. They specify the financial conditions of the studies, the obligations of the University and the student, intellectual property rights and other conditions of the studies. The admission of a student is formalised by a decree of the head of the University's academic department or an order of the rector (in the case of the third cycle).

64. A student may simultaneously study under different study programmes or doctoral studies. A student is admitted to each study programme/ doctoral studies under the general procedure.

SECTION FOUR ORGANISATION OF STUDIES

65. Studies are organised according to the academic calendar approved by the rector of the University which is drawn up for each academic year no later than one semester before the beginning of the new academic year.

66. The academic year lasts from 1 September to 31 August. An academic year consists of two semesters: the autumn semester lasts from 1 September to 31 January and the spring semester from 1 February to 31 August. The period of studies in one semester consists of 20 weeks, of which 16 weeks are allocated to classes of the study modules (studies and research in the third cycle) and the last 4 weeks are the examination session (as well as student performance evaluation in third cycle studies) which is conducted in January and June. Students are granted three holidays during the academic year: winter holidays from 24 December to 1 January, spring holidays - one week after Easter and summer holidays - up to two months of uninterrupted holidays.

67. The procedure for the preparation of individual study plans for students is approved by the rector of the University. Study plans are prepared by an academic department according to the structure of study programmes. The individual study plan is clarified by the student in the University's Academic Information System (hereinafter - AIS) at the time specified in the academic calendar. Study plans may also be clarified at the time specified in the academic calendar for students resuming their studies after the suspension of studies or upon their return from partial studies. Individual study plans for third cycle students are prepared under the procedure and within the deadlines set out in the Regulations on Research/Art Doctoral Studies.

68. If the alternatives of partial studies are stipulated in the structure of the study programme, the students choose the preferred alternative before the academic year in which the

alternative is provided. The selection of alternatives to the study plan is organised under the procedure set out by the University for the preparation of individual study plans.

69. Students of the first cycle, integrated and professional studies have to complete a mandatory professional internship in the semester specified in the study programme but not earlier than after the completion of half of the study programme. The procedure for the organisation of student internships is approved by the rector of the University.

70. The individual study plans of doctoral students usually include up to 5 study credits for general skills development modules and at least one study module completed at a foreign higher education institution. Third cycle students study their study modules under the procedure set out in the Regulations on Research/Art Doctoral Studies.

71. The prepared individual study plans become the basis for determining the need for the positions of lecturers for the study modules and the salary fund for lecturers, as well as planning the pedagogical workload of academic employees.

72. The rector of Kaunas University of Technology approves the Guidelines for Organisation and Performance of the Assessment of Study Modules. The student's assessment of the modules of the individual study plan forms the basis for the issuance of the relevant documents certifying the completion of studies.

73. The Guidelines of Kaunas University of Technology for Making and Publishing Academic Timetables and the requirements for the timetables of the classes of general inter-faculty study modules are approved by the rector of the University. The timetables of study modules provided in a semester are prepared in the AIS no later than one month before the beginning of the semester, the timetables of examinations and other final assessments are prepared no later than one month before the beginning of the examination session, the registration for classes begins before the beginning of the semester, and the registration for examinations and other final assessments begins before the beginning of the examination session.

74. Studies can be provided as on-campus, distance or blended learning according to the Regulations of Kaunas University of Technology on Distance Studies approved by the rector of the University.

75. The academic timetable can be organised as daytime (on weekdays), evening (on weekdays) and weekend studies. The classes are organised at times set out by the rector of the University.

76. Student attendance in classes and assessments of study modules is compulsory, the procedure for attendance is set out in the Guidelines of Kaunas University of Technology for the Assessment of Students' Academic Achievements.

77. The administration of students' studies is carried out in the AIS, the regulations of which are approved by the rector of the University. Student study data is processed in the AIS according to the provisions of the Regulations for the Processing of Student Personal Data approved by the rector of the University and periodically transferred to the Lithuanian Student Register and other third parties under the procedure set out by the legislation. Usually, only data collected in the AIS are used for internal and external reports by the University.

78. To provide conditions for students, academic and administrative personnel to actively participate in exchange programmes and be active participants in the process of studies, research and innovations, studies are organised according to the Language Policy of Kaunas University of Technology which is approved by the rector of the University.

SECTION FIVE EVALUATION OF ACADEMIC ACHIEVEMENTS

79. The University uses a ten-point criterion-referenced proportional accumulative evaluation system to assess students' knowledge, understanding, skills and abilities, whereby the final grade for a study module, except for final degree projects, is composed of the grades of the intermediate assessments and the final assessment, multiplied by weighting coefficients (percentages), and adding the multiplications. A study module that is not part of a study programme can be assessed as "Pass"/"Fail".

80. Evaluation of students' achievements (not applied to third cycle studies) is carried out according to the Guidelines for Evaluation of the Academic Achievements of the Students of Kaunas University of Technology, the Guidelines for Preparation and Defence of Final Degree Projects at Kaunas University of Technology and the requirements of Kaunas University of Technology for the preparation of a research doctoral dissertation. The procedures for the organisation, execution and supervision of the assessments of study modules are set out in the Description of the Procedure for the Organisation and Performance of the Assessments of Study Modules at Kaunas University of Technology.

81. When a student gets a positive evaluation for all intermediate assignments included in a study module and his/her achievements during the semester have been evaluated as "Pass", the student is allowed to take part in the final assessment. Failure to get the final assessment (not defending/failing to defend the final degree project) the evaluation "Pass" is applicable for 2 years from the date of its receipt.

82. The student is allowed to have repeated assessments during the semester (once in the case of the third cycle) if the student meets the requirements set out in the Guidelines of Kaunas University of Technology for the Assessment of Students' Academic Achievements. The first repeated assessment is free of charge, while the second repeated assessment is subject to the fee set by the University Senate. If a student has not got assessments for the study module's intermediate assignments, he/she has to repeat that study module, with the corresponding addition to his/her individual study plan for the following semester. If a student has got the assessments for all the study module's intermediate assignments but has not passed the final examination, he/she may take it externally in the next semester in which the module of study is provided. The provisions of this paragraph do not apply to final degree projects.

83. If the student is unable to attend the assessment for justified reasons, the assessment can be postponed. If a student is unable to attend the final assessment during an examination session for justified reasons, he/she may have an early final assessment. Justifiable reasons are set out in the Guidelines of Kaunas University of Technology for the Assessment of Students' Academic Achievements.

84. At the end of the semester, the student's progress is determined and the learning outcomes achieved by the student during the semester are assigned to the level of academic achievements. A student is considered to be not advanced if at the end of the semester he/she has at least one academic debt during the entire study period. Academic debt is defined as the study module's negative final grade (less than 5), the assessments "Fail" or "Not Completed".

85. The redistribution of state-funded and state non-funded positions of studies (not applied to third cycle studies) is conducted according to the Guidelines for the Establishment of the Levels of the Students' Academic Achievements, the Making of Comparative Queues and the Re-Allocation of State-Funded Positions of Studies approved by the University Senate.

86. The academic integrity of students is defined in the Code of Academic Ethics of Kaunas University of Technology, the Guidelines for Organisation and Performance of the Assessment of Study Modules, the Guidelines for Plagiarism Prevention in the Written Works of the Students of Kaunas University of Technology, and the Guidelines of Kaunas University of Technology for the Similarity Check and Plagiarism Detection in the Doctoral Dissertations.

87. A student has the right to appeal if, in his/her opinion, academic ethics or procedures have been violated and/or technical errors have been made, and to lodge complaints if, in his/her opinion, his/her rights and legitimate interests have been violated, according to the Guidelines for Submission and Processing of the Students' Appeals and Complaints approved by the rector of the University.

SECTION SIX ACADEMIC RECOGNITION OF COMPETENCIES

88. If persons have graduated from, studied or are studying at a higher education institution in Lithuania or abroad under higher education study programmes and wish to continue their studies at the University, their previously achieved learning outcomes may be recognised. The recognition of learning outcomes is regulated at the University by the Guidelines of Kaunas University of Technology for the Recognition of Learning Outcomes.

89. A person who has acquired competencies through non-formal and/or informal learning may apply to the University for the assessment and recognition of these competencies according to the Guidelines for Evaluation of Achievements and Acknowledgement of Competences Acquired via Non-Formal and Informal Learning approved by the rector of the University.

90. Academic recognition of foreign qualifications is carried out at the University according to the Guidelines for the Assessment and Academic Recognition of Education and Qualifications Concerning Higher Education and Acquired Under the Educational Programmes of Foreign States and International Organisations approved by the rector of the University.

SECTION SEVEN ACADEMIC MOBILITY

91. Partial studies are designed for exchange visitors to the University, the University students who wish to acquire relevant knowledge and skills by studying a particular part of the programme. Upon completion of partial studies, an academic transcript is issued to the students specifying indicating the titles of the study modules they completed, their volume in study credits and the evaluations obtained.

92. The University students who have won competitions under the international programmes or other competitions, as well as on their own initiative, may go for partial studies at other higher education institutions and/or complete their internships at other higher education institutions or enterprises/organisations subject to prior agreement with the faculty's vice-dean for

studies (or, in the case of the third cycle, the chairperson of the doctoral committee) on the recognition of the learning outcomes.

93. The University employees who have won competitions under the international programmes and other competitions, as well as on their own initiative, may go to other research and study institutions or enterprises/organisations for lecturing and/or training and/or research.

94. Academic mobility can be physical, blended and virtual:

94.1. Physical mobility is mobility in which students physically travel to another institution.

94.2. Blended mobility is a combination of physical mobility and virtual activities. The virtual part of the mobility is carried out remotely, without going to another institution and may take place before, during or after the physical mobility.

94.3. Virtual mobility is the activities of partial studies based on information and communication technologies. Virtual mobility is carried out without going to another institution.

95. Academic mobility of students and employees and its financing is regulated by the Guidelines for the Organisation of Partial Studies under the “Erasmus+” Programme and Bilateral Cooperation Agreements, the Guidelines for the Organisation of the Internship under “Erasmus+” Programme for the Students and Graduates of Kaunas University of Technology, and the Guidelines for the Organisation of Staff Mobility under the “Erasmus+” Programme at Kaunas University of Technology approved by the rector of the University.

SECTION EIGHT CHANGING, SUSPENSION AND TERMINATION OF STUDIES

96. The form of studies and/or study programme, except for third cycle studies, in the same group of study fields, can be changed at the University or another higher education institution under the procedure set out by the Government of the Republic of Lithuania.

97. The type of funding, except for third cycle studies, can be changed under the procedure set out in the Guidelines of Kaunas University of Technology for the Establishment of the Levels of the Students’ Academic Achievements, the Making of Comparative Queues and the Re-Allocation of State-Funded Positions of Studies.

98. Temporary interruption of studies is allowed under the procedure set out by the University - due to academic leave of absence or suspension of studies.

99. Academic leave of absence is granted by the dean of the faculty at the student's request, or in the case of the third cycle - by the rector or his/her authorised person. Academic leave of absence is granted for the following periods: due to illness - up to one year, with the possibility of extending the period for up to two years; for pregnancy and childbirth - 70 calendar days before childbirth and 56 calendar days after childbirth (70 calendar days in the case of complicated childbirth, or the birth of two or more children), for childcare - until the child reaches the age of three years; for personal reasons - once during the period of studies for up to one year. Suspension of studies is available only to students of state non-funded positions, after the opportunity for an academic leave of absence has been used, once per period of studies for up to one year (except for third cycle students).

100. If a student suspends his/her studies two months after the beginning of the semester and has not got the assessments of the semester's study module(s), upon resuming studies, he/she has to pay the full tuition fee for the repeated study module(s) set out by the University. In the event of leave of absence due to illness, pregnancy and childbirth, childcare, upon returning and repeating the

semester, the repeated study modules are free of charge. In the case of cyclic studies, the amount payable is calculated according to the completed study modules.

101. If a study programme of the student who has resumed his/her studies after their suspension has partially changed, he/she is allowed to eliminate the differences, and if the study programme is no longer provided at the University, he/she is offered to change to another study programme closest to the former study programme.

102. A student's studies are terminated in the following cases: when the conditions of the learning agreement have been fulfilled, at the student's request, if the student has been expelled from the University due to non-performance of the learning agreement or violation of the University's legislation, if the studies have become impossible due to any other objective reason.

103. The student is expelled from the University by the rector or his/her authorised person, specifying the reasons for the expulsion in the order/decreed.

104. Students who have terminated their studies/been expelled have to settle with the University according to the Guidelines for the Students' Settlement with Kaunas University of Technology approved by the rector of the University.

SECTION NINE COMPLETION OF STUDIES

105. The study programme is completed by an evaluation of the learning outcomes achieved by the student - the preparation and defence of the final degree project. At least 15 credits are allocated for the project of the first cycle studies, and at least 30 credits for the project of the second cycle and integrated studies. Doctoral studies in the science/art field are completed by the preparation and defence of a doctoral dissertation (art project) under the procedures set out by the University.

106. Final degree projects are prepared and defended according to the Guidelines of Kaunas University of Technology for the Preparation, Defence and Storage of Final Degree Projects approved by the rector of the University, and doctoral dissertations (art projects) are prepared and defended under the procedure set out in the Requirements of Kaunas University of Technology for the Preparation of the Doctoral Dissertation.

107. A graduate is a person who has fulfilled all the requirements of the study programme (in the case of the third cycle - the science/art field). The qualification of bachelor's degree, master's degree or professional qualification is granted by the qualification commission, the qualification of the doctor in science/art is granted by the research/art doctoral dissertation defence board.

108. A document certifying the completion of studies is issued to a graduate according to the Guidelines for the Form, Content, Preparation, Registration, Issue and Write-off of Diplomas, Supplements, Study Certificates, Academic Title Certificates and Duplicates Thereof approved by the rector of the University.

109. A bachelor's diploma is awarded to the graduate of the first cycle study programmes, a master's diploma is awarded to the graduate of the second cycle or integrated study programmes, a doctor in science/art diploma is awarded to the graduate of the third cycle studies. The diploma is accompanied by a diploma supplement (except for the case of the third cycle) containing information about the content of the acquired education and completed study modules. Bachelor's and master's diplomas may be Cum Laude and Magna Cum Laude. The doctoral diploma may be accompanied by a European Doctor Europaeus certificate under the procedures set out by the University Senate. An

academic certificate is issued to the graduate of professional studies. The academic certificate is accompanied by an academic transcript containing the data of the completed study modules.

110. A certificate of additional studies is issued to the person who has completed additional studies entitling him/her to apply for admission to second cycle studies.

111. The document certifying the acquired education is issued only after the person has settled with the University's departments according to the Guidelines for the Students' Settlement with Kaunas University of Technology.

112. A duplicate of the lost document is issued upon request to the person who has lost his/her diploma, its supplement or academic certificate according to the Guidelines for the Form, Content, Preparation, Registration, Issue and Write-off of Diplomas, Supplements, Study Certificates, Academic Title Certificates and Duplicates Thereof.

113. Data on the learning outcomes achieved by persons are stored in the AIS within the time limits specified in the University's documentation plan. Personal files are stored at academic departments (in the case of the third cycle - the Doctoral School) during the period of studies and for a specified period after the end of the studies and later transferred to the University archive.

SECTION TEN FUNDING OF STUDIES

114. Studies at the University are financed from the state budget, students' personal funds and funds from third parties. The University may also allocate its own funds for the organisation of studies.

115. Funds for studies from the state budget are allocated for the payment of tuition fees at state-funded positions of studies, scholarships and other support. The Ministry of Education, Science and Sport determines the standard tuition fees applied to persons admitted to state-funded studies.

116. The tuition fees applied to persons admitted to state non-funded positions of studies, as well as the amounts of fees not directly related to the implementation of study programmes, are determined by the University Senate. Tuition fees are paid according to the Guidelines of Kaunas University of Technology for the Payment of Tuition Fees approved by the Rector of the University.

117. The price of studies or a part thereof for the persons studying in state non-funded positions of studies may be paid by the student's employer, the University, other natural persons or legal entities under the procedure established by the rector.

118. The following persons pay tuition fees at the University:

118.1. students admitted to state non-funded positions of studies;

118.2. unclassified students who complete individual study modules;

118.3. students repeating individual modules of the study programme or students choosing to take additional study modules which are not included in the composition of the study programme;

118.4. students getting a repeated assessment of the study module for the second time or defending a final degree project after the deadline;

118.5. persons seeking the evaluation of academic achievements acquired through non-formal and/or informal learning and their recognition as learning outcomes;

118.6. persons defending a doctoral dissertation (art project) externally, or persons who have completed their doctoral studies at a joint doctoral institution and are submitting a doctoral dissertation (art project) for the defence at the University.

119. Fees are charged at the University for the preparation of duplicates of diplomas, diploma supplements, academic transcripts, certificates and other documents in the Lithuanian or English language. The amounts of fees for the preparation of these documents are approved by the rector of the University.

SECTION ELEVEN

INTERNAL STUDY QUALITY ASSURANCE SYSTEM

120. The quality of the University's studies is ensured through the University's internal study quality assurance system, external evaluation and approval of study fields, external institutional evaluation and approval, and the participation of the entire academic community in quality management activities.

121. The Description of the Internal Study Quality Assurance System which sets out the main provisions of the Internal Study Quality Assurance System is approved by the University Senate.

122. The University's internal study quality assurance is based on the holistic approach to the processes taking place at the University, taking responsibility for the study quality, involving lecturers, students, administrative employees, graduates and employers in the processes of improving the quality of studies. The University promotes continuous improvement and a culture of dialogue which is fostered by the values enshrined in the University's mission, the provisions and guidelines for quality assurance in the European higher education arena, and the principles of social dialogue and responsibility.

123. The internal study quality assurance system comprises the activities, procedures and measures that the University applies autonomously to meet internal and external quality standards and requirements. The internal study quality assurance system is based on the main higher education policy documents of the European Union, complies with the quality assurance provisions and guidelines for quality assurance in the European higher education arena, the European Qualifications Framework, European standards and guidelines, and complies with the laws and legislation regulating the higher education in the Republic of Lithuania.

124. The study quality is ensured at the level of the University, the faculty, study field, study programmes and study modules, covering all activities through planning, implementation, evaluation and improvement. The University's study quality is the responsibility of the University Senate, together with the vice-rector for studies and the University study quality committee; the faculty's quality is the responsibility of the dean of the faculty, together with the faculty council and the faculty study committee; the quality of a study field and study programme is the responsibility of the head of study programmes, together with the fields' study programme committee; and the study module's quality is the responsibility of the coordinating lecturer, together with the team of lecturers. The Department of Academic Affairs is responsible for supervising the implementation of the study policy, monitoring the study quality at the University, as well as regulating, administering and coordinating the main processes of studies. The doctoral committee of the relevant study field is responsible for the quality of doctoral studies in the science/art field.

125. The faculty study committee prepares an annual plan and report for the improvement of the study quality at the faculty. The fields' study programme committee prepares annual plans and reports on the activities of the field's (fields') study programme committee, and, depending on the

deadline for the approval of the study field, a report on the improvement plan - follow-up activities. The doctoral committee for the science/art field prepares an annual activity plan for the committee.

126. Students are involved in the governing bodies of the University at all levels, as well as commissions, committees and working groups according to their area of responsibility. Alumni participate in the University's events, share their knowledge and experience with the academic community, and express their position on relevant issues. Social stakeholders are involved in all processes of the study programme's development, quality assessment, quality improvement and quality assurance according to their level of competence.

127. Feedback from the University's stakeholders includes feedback and evaluation from students, academic employees, administrative employees, alumni, employers and social partners. The procedure for organising feedback at the University is regulated by the Guidelines for the Organisation of Surveys at Kaunas University of Technology approved by the rector of the University.

128. The quality of the University's lecturers' performance is ensured through a continuous process of qualification and competence development of lecturers. The EDU_Lab Centre for Excellence in Learning and Teaching is responsible for the development of didactic competencies of lecturers at the University.

129. The University collects various quantitative and qualitative data to analyse and evaluate the study process and the study quality, monitors the progress of students' achievements and has an early warning system allowing to identify the need for assistance for students.

130. The University's website publishes information about study programmes, higher education qualifications awarded, research/artistic activities, self-assessment results, opinions of students, graduates and other stakeholders on the study quality, evaluations of the University's activities and study fields carried out by recognised institutions and indicators of the graduates' careers.

SECTION TWELVE LIFELONG LEARNING

131. The University continuously monitors and analyses lifelong learning needs. Non-formal education programmes provided at the University are developed and approved under the procedure set out by the University Senate. The University may also provide non-formal education programmes that are recognised at the national level, international, joint or approved by other external bodies.

132. Non-formal education provided at the University is coordinated by the Department of Academic Affairs. The University's departments that provide non-formal education programmes are responsible for the organisation and provision of non-formal education. The detailed procedure for the organisation, provision and quality assurance of non-formal education studies are regulated by the Guidelines for the Organisation and Provision of Non-Formal Education at Kaunas University of Technology approved by the rector of the University.

133. Each year the departments that organise non-formal education submit to the Department of Academic Affairs a list of non-formal education programmes to be provided in the following calendar year for publicity.

134. Non-formal education programmes for children have to comply with the purpose of non-formal education for children as defined in the Law on Education of the Republic of Lithuania and other current legislation of the Republic of Lithuania regulating non-formal education for children.

135. The right to issue non-formal education graduation certificates is limited to those departments whose non-formal education programmes have been approved under the procedure set out by the University Senate. The certificate is prepared using the form approved by the University. If the non-formal education programme is approved by external organisations, a certificate or another document in a form approved by external organisations may be issued.

136. A person studying under a non-formal education programme is an unclassified student. Persons who meet the minimum preparation requirements (if any) set out in the non-formal education programme can be admitted as unclassified students of non-formal education.

137. A fee is charged for participation in non-formal education programmes and the price is specified in the description of the non-formal education programme.

138. Quality assurance in non-formal education is carried out through feedback from the participants of the programme and monitoring. The departments responsible for the organisation of non-formal education training ensure the quality of the content, organisation and provision of non-formal education.

CHAPTER IV RESEARCH/ARTISTIC AND INNOVATION ACTIVITIES

SECTION ONE ORGANISATION OF RESEARCH/ARTISTIC AND INNOVATION ACTIVITIES

139. Academic departments conduct fundamental and/or applied research and experimental development, artistic and/or innovation activities, participate in the projects of national and international programmes, disseminate new scientific and technological knowledge, develop competitive products, develop and implement advanced technologies, and promote innovations in various industrial and service sectors, economic sectors, culture and social environment.

140. Research/artistic activities are conducted by all academic departments. Research is the main activity of science institutes.

141. In the faculties, research activities are organised and coordinated by the vice-deans for research, and the performance of research activities is ensured by the deans. In science institutes, these functions are performed by their directors.

142. In faculties and science institutes, research activities are conducted according to the strategy of the department. When making strategic decisions, the deans of faculties and the directors of science institutes aim to ensure a consistent qualitative and quantitative increase in the results of the department's research and experimental development and innovation performance, as well as the synergy between research/artistic activities and studies.

143. Academic employees may form research groups at the faculties. Research groups research a specific topic at the international level, contributing to the sustainable development of the region and research-based studies, cooperation with industry, business and the public sector, and talent development.

144. Academic employees conduct research following the principles of academic ethics, equal opportunities, research ethics and the processing of personal data for research purposes.

SECTION TWO RESEARCH FIELDS

145. Priority areas and directions of research activities are approved in the Strategy of Kaunas University of Technology for 2021-2025 and related to the competencies of academic employees, research and experimental development infrastructure, the University, national and international priorities, needs of business, industry, public sector and society.

146. The directions of research activities have to ensure that the ongoing or planned study programmes and doctoral studies are related to research and experimental development, project activities of national and international programmes, and national needs.

147. The scope of research is determined by the needs for the preparation of study programmes and training of highly-qualified specialists and scientists, as well as other needs of the state, the scope of orders from economic entities, competitive funding and support.

SECTION THREE FUNDING OF RESEARCH/ARTISTIC AND INNOVATION ACTIVITIES

148. Research and experimental development, artistic and innovation activities at the University are financed from various sources: the state budget appropriation for the development of research and artistic activities, the funding of national and international programmes, the funds received from the orders of the Lithuanian and foreign entities, and the support funds.

149. The University manages the funds received from the state budget appropriations and uses them for research and experimental development, development of artistic activities, maintenance of research infrastructure, and strategic research and innovation initiatives. The University uses the funds of competitive funding and funds received from economic operators based on contractual obligations.

150. State budget appropriations allocated to the University for the development of research and artistic activities are allocated to the academic departments based on the results of external comparative peer review and annual evaluation of the departments' research and experimental development and artistic activities.

151. Academic departments provide conditions and allocate financial and material resources to students to participate in research activities and conduct research.

SECTION FOUR PROTECTION OF INTELLECTUAL PROPERTY AND DISSEMINATION OF RESEARCH RESULTS

152. The creation, management, use, disposal are intellectual property objects and their transfer to third parties is a strategic activity of the University. The University encourages its employees and students to create intellectual property objects and facilitates their access to information on the management, use, disposal, transfer and protection of intellectual property.

153. Intellectual property is managed, used and protected at the University according to the Regulations of Kaunas University of Technology on the Management and Transfer of Intellectual Property, approved by the rector of the University, and other legislation.

154. All property rights to intellectual property objects created by the employees of the University and the related tangible materials belong to the University to the maximum extent provided by law, within the unlimited territory, unless otherwise stipulated by contracts, and if they are created by the employee while performing his/her job duties or functions, University projects or contracts, other lawful assignments or tasks assigned to him/her, or the employee has used the resources of the University.

155. All property rights to the objects of intellectual property rights and related tangible material created by students of the University are owned by the University to the maximum extent provided by law, within the unlimited territory, unless otherwise provided for in the contracts, and if they are created during the student's studies at the University as a result of the student's participation in University projects or contracts, upon the receipt of University funding for the creation of the object of intellectual property rights, or the student has significantly used the resources of the University.

156. Personal moral rights to intellectual property objects belong to the authors who have created them.

157. The University has the right, under the procedure set out by law, to agree with third parties on the granting or assignment of the right to use intellectual property objects, whether or not compensated. The University commercialises the University's intellectual property in Lithuania and abroad, provides conditions for the creation of new knowledge- and technology-intensive enterprises, and licenses intellectual property.

158. The University supports the European Union's policy of open access to the results of research obtained with public funds and the possibilities for users to access them without any financial, technical or legal restrictions. The University supports and encourages open access to intellectual property objects insofar as this does not conflict with the legislation of the Republic of Lithuania and the University and the University's interest in commercialisation or industrial development purposes. The academic employees of the University, without disclosing confidential information, publish the research results in scientific monographs, scientific studies, scientific papers, analytical reviews of scientific works, presentations or plenary lectures at international or national scientific conferences.

159. The basic principles, procedures, obligations and responsibilities of open access to scientific publications and data are regulated by the Regulations of Kaunas University of Technology on Open Access to Scientific Publications and Data approved by the rector of the University.

SECTION FIVE

QUALITY ASSURANCE SYSTEM IN RESEARCH/ARTISTIC ACTIVITIES

160. The quality of the University's research/artistic activities is ensured through the University's external comparative expert peer review and annual evaluation of its research and experimental development and artistic activities, external institutional evaluation and/or approval, and the establishment of minimum qualification and certification requirements for academic employees.

161. The quality of research/artistic activities is ensured at the University, faculty/science institute levels, covering all activities through planning, implementation, evaluation and improvement.

162. The quality of the University's research/artistic activities is the responsibility of the University Senate, together with the vice-rector for research and innovation and the University's research strategy committee, and the quality of the activities of the faculty/science institute is the responsibility of the dean of the faculty/the director of the science institute, together with the faculty/research institute council.

163. The University collects various quantitative and qualitative data to analyse and assess the quality of research/artistic activities. The results of the evaluation of the quality of research/artistic activities and the actions taken in response to these evaluations are presented to the University's governing bodies and the academic community. The University's report on its research/artistic activities is made publicly available on the University's website.

164. The management of the University's research/artistic activities is continuously improved, taking into account the results of external comparative or annual evaluations.

165. The University strives for and promotes high-quality research and experimental development in each field, as well as interdisciplinary and cross-disciplinary research.

166. The University observes high ethical standards in all its activities, including its research/artistic activities, and its management is transparent aiming to minimise the possibility of conflicts of interest and prevent violations of academic ethics and research ethics.

167. The University participates in, forms and maintains international networks for research and experimental development and innovation development. The University involves talents from other countries in collaborative research.

168. The University develops, maintains and upgrades the necessary research and experimental development infrastructure. The University carries out pilot production with business partners.

CHAPTER V ACADEMIC COMMUNITY

SECTION ONE ACADEMIC EMPLOYEES

169. Academic employees of the University are employees holding the positions of lecturers (professor, associate professor, lecturer, assistant) and researchers (chief researcher, senior researcher, researcher, junior researcher, scientist trainee).

170. The University may involve non-academic employees with significant professional experience or highly qualified artists in the study process by appointing them to the position of associate professor practitioner or professor practitioner.

171. Hourly-paid lecturers can be employed by the University for pedagogical and expert-consultation work in studies for a period not exceeding one year.

SECTION TWO STUDENTS AND UNCLASSIFIED STUDENTS

172. A student is a person studying at the University in cyclic or professional studies under a study programme or doctoral studies. A student of partial studies is a person studying at another higher education institution and simultaneously completing a part of the study programme or individual study modules (groups of study modules) at the University.

173. An unclassified student is a person studying individual study modules (groups of study modules) at the University (groups of study modules) or studying at the University under a non-formal education programme.

174. A candidate is a person seeking to have his/her competencies acquired through non-formal and/or informal learning assessed and recognised as learning outcomes.

175. A doctoral candidate is a person who is preparing a doctoral dissertation (art project) for public defence.

176. Persons seeking to become students, unclassified students, doctoral candidates or candidates of the University conclude an agreement with the University in the form set out by the University, which stipulates the basic conditions of studies (or learning) and the obligations of both parties.

177. The conditions, rights and obligations for the preparation and defence of doctoral dissertations (artistic projects) of doctoral candidates are set out in their agreements with the University.

SECTION THREE

ACADEMIC EMPLOYEES' EMPLOYMENT AND PERFORMANCE EVALUATION

178. Lecturers and researchers (except for the visiting lecturers and visiting researchers) are appointed by the procedure of public competition. The requirements and procedures for competitions for academic employees are set out in the Guidelines of Kaunas University of Technology for the Organisation of Performance Evaluation and Competitions for the Positions of Lecturers and Researchers.

179. Performance evaluations of the persons with fixed-term or indefinite employment contracts for the positions of lecturers or researchers are conducted every 5 years. The requirements and procedures for attestation are set out in the Guidelines of Kaunas University of Technology for the Organisation of Performance Evaluation and Competitions for the Positions of Lecturers and Researchers.

180. The Rector may invite lecturers and researchers to work under a fixed-term employment contract for a maximum period of 2 years. The recruitment of guest academic employees is not based on a competition procedure; their recruitment is based on the clear identification of recruitment objectives, planned activities and results to be achieved.

181. Scientist trainees are appointed according to the Guidelines of Kaunas University of Technology for the Organisation of Competitions for the Positions of Scientist Trainees. Scientist trainees are appointed to the position under the procedure of a public competition (subject to their compliance with the requirements) for a period not exceeding 2 years.

SECTION FOUR

ACADEMIC EMPLOYEES' WORKLOAD PLANNING AND ACCOUNTING

182. The workload of an academic employee is calculated in hours. For each academic employee, except for the hourly-paid academic employees, the standard pedagogical workload makes up half of his/her working time, the research/artistic activities make up at least one-third of his/her working time, and the remainder is devoted to expert-consultation and methodological activities. The standard pedagogical workload can be changed in agreement with the head of the department and the lecturer, taking into account the strategic objectives of the first level academic department, the scope of the department's pedagogical work and research/artistic activities, and the lecturer's competencies.

183. The pedagogical work of lecturers is planned according to the pedagogical work plan of Kaunas University of Technology. The pedagogical workload of the academic department during the academic year is determined based on the individual study plans of students. The rector of the University approves the legislation regulating the calculation of the need for lecturers' positions and the accounting of the work of academic employees.

184. Researchers and doctoral students also have the right to participate in pedagogical work. Doctoral students may teach classes on a volunteering agreement or employment contract.

185. The work record of pedagogical work is counted if the scope of the employee's pedagogical work makes at least 0.25 full-time equivalent. Hourly-paid lecturers are credited with half a year of the work record of pedagogical work for each semester in which the scope of the lecturer's pedagogical work was equivalent at least to 90 hours of pedagogical workload. The work record of pedagogical work of doctoral students and researchers, who do not have a lecturer's (hourly-paid or full-time) employment contract, is calculated the same as the hourly-paid lecturers.

186. A researcher's research/artistic activities make up at least 70% of his/her working time, the remainder is devoted to expert-consultation and methodological activities. By mutual agreement between the head of the first level academic department and the researcher, a researcher may also carry out pedagogical activities (supervising doctoral students, students' final degree projects), which make up no more than 1/4 of his/her working time.

SECTION FIVE ACADEMIC EMPLOYEES' CONTINUING TRAINING

187. The requirement for academic employees to systematically improve their qualification is determined by the minimum requirements for the position according to the Guidelines of Kaunas University of Technology for the Organisation of Performance Evaluation and Competitions for the Positions of Lecturers and Researchers.

188. The procedure for qualification development of lecturers and researchers is set out by the Regulations on Improvement of Qualification of the Employees of Kaunas University of Technology.

189. The activities for the acquisition and development of didactic competencies of lecturers are organised according to the procedure for the development of didactic competencies of lecturers of Kaunas University of Technology.

190. The methods of qualification development of academic employees include an internship in higher education and/or academic institution, an internship in an industry/business/public sector institution, a conference with a presentation, a conference without a presentation, courses, training, seminars, improvement programmes, completing study modules as unclassified students.

SECTION SIX ACADEMIC TITLES

191. Academic titles of professor and associate professor are awarded by the University. The academic titles of professor and associate professor are awarded by the Senate of the University at the proposal of the faculty board.

192. The conditions and procedure for awarding the academic titles of professor and associate professor are regulated by the Guidelines of Kaunas University of Technology for the Award of Academic Titles of Professor and Associate Professor.

SECTION SEVEN INCENTIVES AND PENALTIES

193. The following incentives may be granted to students and unclassified students: a document certifying their achievements in studies, research, creativity or sport, a statement of gratitude, scholarships (not applied to unclassified students) or other incentives stipulated by the legislation of the University and the Republic of Lithuania.

194. Financial support for studies is allocated to students from the state budget, the University's own funds, the funds of patrons, sponsors or other funders.

195. Following the Guidelines of Kaunas University of technology for Award of Scholarships approved by the Senate of the University, incentive scholarships for learning outcomes, one-off scholarships, social and other scholarships are awarded to the students of the first and second cycle, integrated and professional studies. Mobility scholarships, "Erasmus+" scholarships, scholarships from patrons/sponsors, enterprises and scholarships for the development of students' research competencies may also be awarded to students. Scholarships are awarded to students in state-funded and state non-funded positions under a competition procedure and/or by the decision of the commissions assembled by the decision of the rector of the University.

196. Students of the third cycle studies studying in state-funded positions are paid support for studies during the period of their studies in the amount determined by the Government of the Republic of Lithuania following the Guidelines for the Award and Payment Procedure of Support for Studies and Scholarships to Doctoral Students of Kaunas are University of Technology approved by the University Senate. Third cycle students studying in state-funded and non-state-funded places may be awarded Incentive one-off scholarships, mobility scholarships, "Erasmus+" scholarships, and scholarships from patrons and sponsors may be awarded to the students of the third cycle studies studying in state-funded and state non-funded positions.

197. Social scholarships, state loans and state-supported loans are awarded to students of the University under the procedure set out by the Government of the Republic of Lithuania. These scholarships and loans are allocated and paid by the State Studies Foundation.

198. The University may provide co-financing of students' participation in national and international scientific and academic events according to the Regulations of the Co-financing of Student Participation in the National and International Events approved by the vice-rector of studies of the University.

199. The University also provides non-financial support for studies: tutoring, mentoring, career planning programmes, psychological support, as well as adaptation of studies for students with disabilities or special educational needs.

200. The salary and additional remuneration of academic employees are regulated by the Regulations of Kaunas University of Technology for the Employee Remuneration approved by the University Council.

201. Members of the academic community of the University who violate the procedure established by the Academic Regulations or other legislation of the University may be subject to penalties according to the Guidelines for the Imposition, Amendment and Annulment of Academic Penalties at Kaunas University of Technology approved by the rector of the University:

208.1. an academic remark, an academic reprimand, a severe academic reprimand;

208.2. expulsion from the University.

202. The term of validity of an academic penalty is one year from the date of its imposition. An academic penalty can be imposed no later than three months after the fact of academic misconduct has been revealed.

203. A student who repeatedly receives an academic penalty or whose academic dishonesty in the preparation of the final degree project/dissertation (art project) is revealed, is deemed to have committed a material breach of the learning agreement, constituting a legal ground for the University to terminate the learning agreement concluded with him/her.

204. A student expelled from the University for an academic violation can be readmitted to studies no earlier than 2 years after the expulsion. If a student is repeatedly expelled from the University for an academic violation, he/she is no longer admitted to studies.

205. If plagiarism is detected in a student's final degree project, the Guidelines for Plagiarism Prevention in the Written Works of the Students of Kaunas University of Technology are followed, and the student is not allowed to defend the final degree project at the qualification commission. If plagiarism is detected in a doctoral dissertation, the decision on the dissertation defence is made according to the Guidelines for the Similarity Check and Plagiarism Detection in the Doctoral Dissertations of Kaunas University of Technology.

206. If a person has already defended his/her final degree project in the qualification commission or a doctoral dissertation (art project) in the defence board and has been awarded a qualification degree, and a case of academic dishonesty is revealed, the Senate of the University contacted and it assembles a group of experts in the relevant study or research/art field assigning it with the task of evaluating the extent of the academic dishonesty and taking a decision on the annulment of the results of the defence of the final degree project or a doctoral dissertation (art project) and the revocation of the relevant qualification degree.

207. Penalties are imposed on students or unclassified students by the head of the first level academic department, taking into account the proposal of the University's governing body or the head makes the decision. Students are expelled from the University under the procedure set out in the Academic Regulations.

208. An academic penalty imposed on the academic employee is the basis for withholding or reducing the financial incentives, and a severe reprimand is a basis for refusal to extend the contractual relationship after the expiry of the existing contract.

209. If an academic employee commits a serious breach of his/her duties or commits a second such breach of his/her duties within the last twelve months, his/her employment contract with the University can be terminated.

210. A person who disagrees with the imposition of an incentive or penalty has the right to appeal to the University dispute settlement commission. In the event of termination of the employment relationship, a lecturer and researcher may appeal to the University's labour dispute settlement commission.

CHAPTER VI FINAL PROVISIONS

211. The Regulations, legislation regulating student admission and general information on the study process are available on the University's website. All relevant legislation of the University is available to students on the University's student intranet and employees on the University's employee intranet.

212. The Internal Control Committee is responsible for monitoring the implementation of the provisions of the Regulations.

213. The Regulations are reviewed by the University Senate and, if necessary, amended and/or supplemented once per year.
