

APPROVED by  
The Academic Council of KUAS  
by Decision of 9 February 2018 (Minutes No 17)  
by Decision of 15 January 2021 (Minutes No 26)  
(recast)

## KUAS REGULATIONS FOR STUDIES

### I. GENERAL PROVISIONS

1. The Regulations of Studies of the Public Institution Kolping University of Applied Sciences (hereinafter - the KUAS) (hereinafter - the Regulations of Studies) shall determine the system and process of studies at the KUAS; the procedure for admission and withdrawal of students and learners, termination and renewal of studies, and graduation; the procedure for the awarding of student incentives, penalties and scholarships; the procedure for the validity of the Regulations of Studies; and the procedure for their amendments.

2. Key concepts:

2.1. A **graduate** is a person who has completed a study programme at a higher education institution and obtained a diploma certifying a higher education qualification.

2.2. **Academic leave** is a temporary suspension of the studies while maintaining the student status.

2.3. **The Academic Council** is the body of the academic affairs of the KUAS.

2.4. **Academic Arrears** - the absence of a final grade in a subject after a free retake.

2.5. **Academic integrity is the** conduct of academic activities following the principles of openness, honesty, and responsibility, which are defined in the Code of Academic Ethics of the KUAS community.

2.6. **An appeal** is a written, reasoned request by a student to the Director to reconsider a course/module's final grade.

2.7. **Higher collegiate education** - education acquired in Lithuanian higher education institutions after completing collegiate programmes of the relevant field of study, which confer higher education qualifications or are recognised as equivalent to education acquired in foreign science and study institutions following the procedure established by legislation.

2.8. **Higher education diploma** means a document certifying that a person has obtained a higher education qualification.

2.9. **Higher education qualification** means a qualifying professional bachelor's degree and qualification awarded by a higher education institution under the procedure established by law.

2.10. **Final thesis and final examination** mean determining the level of the student's professional competencies acquired while studying subjects for professional qualification and specialisation and professional practice.

2.11. **Part-time study** means a student's learning in a study programme that provides knowledge and skills that are assessed and certified by a certificate.

2.12. **A lecturer** means a person who educates and tutors students and learners in a higher education institution.

2.13. **Examination** means a method of assessing student learning using a marking system used at the end of all or part of a course.

2.14. **Student** means a person studying in a higher education institution under a study programme.

2.15. **A student in good academic standing** is a student who has no academic debts, has fulfilled all the requirements for the field of study during the assessment period and has achieved an excellent or typical level of achievement.

2.16. **A cumulative assessment system** means a procedure for the cumulative assessment of knowledge in a subject as determined by the lecturer. Under the cumulative marking system, the final mark consists of components collected during the semester, e.g., practical work, seminars, mid-term reports, tests, quizzes, credit, examination, etc.

2.17. **Learner** means a person studying non-formal education programmes or individual subjects (groups of subjects).

2.18. **Contact work** means contact work between lecturers and students following the study and examination timetable. Contact work consists of lectures, seminars, laboratory work, practical classes, tutorials, internships, etc. A lecturer may work with one or more academic groups, a sub-group, or individually with one student. Contact work can also be remote.

2.19. **Module** means a part of a study programme consisting of several subjects related in terms of content, having a defined objective, and focusing on specific competencies of the student; the minimum length of a module is ten credits.

2.20. **Remote learning** means the student's sequential learning and teaching through distance contact and non-contact work in a virtual learning environment or other information communication technologies.

2.21. **Differential academic indebtedness** is a subject in a programme of study in which a student does not have a grade due to a difference in programmes or forms of study.

2.22. **Study methods** mean the following study methods are used in the implementation of the study programmes: contact work, internship, students' independent work, distance learning. Study methods are specified in the programmes of the modules (subjects) studied.

2.23. **Study** means the study of a person who has completed at least upper-secondary education at an institution of higher education on a specific programme of study.

2.24. **Study credit** means a unit of study volume that measures the average workload required to achieve the study outcomes.

2.25. **A field of study** is an academic, professional, and research field united by a common conception, learning outcomes, and how they are achieved (teaching, studying, assessment).

2.26. **A study programme** means a description of the content, methods and material, academic and professional staff involved in a particular field of study.

2.27. **Fields of study** are humanities, social sciences, physical sciences, biomedical sciences, technological sciences, and arts.

## **II. ADMISSION PROCEDURES FOR STUDENTS AND LEARNERS**

### **3. Admission of students and learners.**

3.1. Admission shall be conducted following the procedure for admission to higher education institutions approved by the Association of Lithuanian Higher Education Institutions for Centralised Admissions in the current year (LAMA BPO Admissions Procedure).

3.2. The Statute of the KUAS determines the procedure for admission of students and learners to the KUAS.

3.3. The conditions of admission to the KUAS shall be defined by the Admission Rules approved by the Academic Council.

3.4. admissions are organised and conducted by the Admissions Committee appointed by order of the Director of the KUAS.

3.5. Persons with at least secondary education shall be admitted to the programmes of the relevant field of study of the KUAS, considering the results of their studies, entrance examinations, or other criteria established by the KUAS.

3.6. Learners shall be admitted based on a learner's contract, which defines the terms and conditions of their studies.

3.7. Students shall pay the tuition fee approved by the KUAS. The payment procedure shall be defined by the study agreement and the procedure for determining and paying student fees.

## **III. STUDY SYSTEM AND PROCESS**

**4. Study delivery.** Studies at the KUAS shall be conducted following the list of qualification degrees approved by the Government of the Republic of Lithuania and the list of fields of study and directions of study in which studies are conducted at higher education institutions.

## **5. Types of studies.**

5.1. The KUAS offers degree programmes, i.e., the KUAS sequential study programmes, which, upon completion of which, following the procedure established by the legislation, confer higher education and a qualification degree.

5.2. Non-degree studies, i.e., non-degree programmes of study designed for the acquisition of qualification or the preparation for the independent practice activity, may also be conducted at the KUAS in the cases and according to the procedure established by the Government or its authorised body.

5.3. The KUAS also offers part-time studies, which allow studying in the study programme that provides knowledge and skills, which are assessed and confirmed by a certificate.

## **6. Study stages.**

6.1. The KUAS offers undergraduate studies, i.e., collegiate study programmes leading to a professional bachelor's degree. The KUAS may also offer non-degree programmes, i.e., collegiate study programmes designed to acquire a qualification or prepare independent practical activities.

6.2. Non-degree programmes shall be conducted following the procedure laid down by the legislation.

## **7. Study forms.**

7.1. The studies conducted at the KUAS are full-time and part-time. The education acquired upon completion of a study programme in different forms of study shall be equivalent.

7.2. The standard length of a year of full-time study shall be sixty credits but not less than 45 credits. The duration of one year of studies in the extended form may be less than 45 study credits. However, the total duration shall not be more than one and a half times longer than the duration of studies in the full-time form of studies, the rate for full-time studies being sixty study credits.

7.3. The scope of the study forms shall be determined according to the procedure laid down by law.

## **8. Study programmes.**

8.1. External evaluation and accreditation of study programmes shall be conducted following the procedure established by the MES.

8.2. Study programmes shall be prepared following the descriptions of the relevant field of study, the general requirements for study programmes, the study programmes to be implemented, other documents, and the results of the research conducted.

8.3. The requirements for a programme of a given field of study (structure of the programme of study, content and results of studies, scope, etc.) shall be determined following the procedure established by the legislation and shall be the same irrespective of the form of study.

8.4 The length of the study programme is calculated in credits. The length of first cycle study programmes may be 180, 210 or 240 (in cases specified in the description of the field(s) of study) study credits.

8.5 The scope of a study programme leading to the award of a double professional bachelor's degree in a major field (branch) of study and a related field (branch) of study shall be determined following the procedure laid down by legislation.

8.6 The study programme of the relevant field of study shall be periodically updated. The decision of the Academic Board may change the subjects of the main field of study. Changes shall be published on the KUAS website.

8.7. To ensure the quality of the study programme, study subjects are prepared following the requirements set out in the legal acts and are attested by the subject attestation committee following the description of the procedure for attestation of study subjects of the KUAS.

8.8 The Collegiate Study Programme consists of the following subjects (modules). They are divided into compulsory electives.

8.8.1. compulsory subjects are subjects that provide the foundation of knowledge and competence in the chosen field of study.

8.8.2. elective (alternative) subjects supplement the general collegiate education and the education of the chosen field of study. The student must choose these subjects (modules) from the list provided in the study programme plan.

## **9. Teaching methods.**

9.1. Teaching/learning consists of contact work (lectures, seminars, laboratory work, exercises, consultations, etc.), practical training, student's independent work and other teaching/learning methods used by the KUAS to implement the study programme. Contact work may also be distance learning.

9.2. contact work - the work of the lecturer with students following the study schedule. In first cycle studies, contact work shall include at least 20 per cent of the total volume of the study programme and at least 10 per cent of the volume of the study programme in the case of direct participation of lecturers and students (non-remote contact work). Contact work shall be measured during academic hours. One academic hour is 45 minutes.

9.3. Independent work shall mean the study of educational, scientific, and methodological literature, students' work in groups and laboratories not directly supervised by the lecturer, the preparation of research papers, the implementation of projects and other independent activities of the student, which enable the development of the general and special competences provided for in the study programme.

9.4. Internship is a part of the study process during which a student's knowledge, skills and abilities are assessed and developed in practical professional activities. Practical training is divided into cognitive, professional, and final practice.

9.5. The placement location for the final traineeship must be aligned with the subject of the final thesis and the workplace for which the graduate is being trained. The final traineeship placement shall be conducted based on an individual assignment for students who have the work position corresponding to the study programme or similar.

## **10. Study calendar.**

10.1. The academic year shall be divided into autumn and spring semesters and holiday periods. The beginning and end of the semesters (periods of contact work, traineeship, exam revision week, final examination or thesis preparation, or preparation for the final examination) and the vacation periods at the end of each academic year shall be determined and made public by the Academic Council in the calendar schedule for the following academic year. Students shall be granted at least two months' continuous leave during the summer.

10.2 The duration of a semester of full-time study is 20 weeks, of which two weeks are devoted to the examination session and 2-4 weeks to the practical training.

10.3 Teaching/learning methods, duration, and timetable shall be determined considering students' safety and health requirements. A minimum of 30 minutes shall be allocated for lunch breaks when scheduling. The number of subjects per semester in a full-time study programme may not exceed seven.

10.4. Studies shall be organised following the semester timetables of classes and examinations approved by the Director of the KUAS. The semester timetable for full-time studies shall be published by the Study Department not later than seven days before the semester, and for part-time studies - not later than seven days before the lecture or examination session. In the event of illness or absence of a lecturer, changes to the timetable shall be made and published. The dates of the changes shall be recorded in the lecturers' log of unscheduled contact hours.

10.5 Examinations shall be held after each semester in a session of at least two weeks. The timetable for the examinations shall be published by the Study Department at least seven days before the start of the session. Examinations may also be organised at a distance.

## **11. Work during the semester.**

11.1. During the first session of the course of study, the lecturer shall provide the students with a syllabus of the course, which shall contain the content, the scope, the methods of study and the criteria for the assessment of the results of the study, a list of the literature required for the study, methodological tools and methodological instructions, and examples of the performance of the independent assignments.

11.2. Students must attend practical classes and complete all internships provided for in the study programme.

11.3. On release for the placement, the lecturer in charge of the placement shall provide the students with the placement programme, the objectives of the placement and the structure and criteria for the assessment of the placement, and the assignments for independent work.

11.4. Students shall be registered for the semester after the results of the previous semester's report cards and lists of academic arrears have been approved, according to which the number of academic arrears of a student without a justifiable reason may not be more than three.

## **12. Study mobility.**

12.1 A student may choose a different study programme, change from one form of study to another, or be admitted for studies after coming from another higher education institution. Differences in study programmes are considered as differential debts.

12.2. KUAS may simultaneously study at other recognised higher education institutions and students of other higher education institutions - at the KUAS. Studies at other higher education institutions may be recognised (credited) as part of studies at the KUAS.

12.3. Students and learners who have completed (fully or partially) one and are pursuing a second study programme of the KUAS or other recognised Lithuanian and foreign higher education institutions in the relevant field of study may have their study volume reduced following the procedure for crediting study results. Based on the diploma supplement or the study certificate and the course descriptions, the Head of the Centre shall assess the compliance of the subject requirements with the desired field of the study programme and record the decision in the prescribed form of the study result credit card. The final decision to award credit shall be taken and validated by the Director of the KUAS using an order. The scope of such studies shall be specified in the individual study plan and the study or student contract.

12.4. Students who are not in academic arrears in their second year and above may attend lectures on a free schedule. In exceptional cases, a free timetable may be granted to a first-year student. Students attending classes on a free schedule must participate in at least 50% of the practical sessions of the course. This provision may be adjusted by order of the Director of the KUAS, considering the particularities of the study programme.

12.5. A student who wishes to attend classes on a free schedule shall apply to the Director of the KUAS with a written motivated request, additionally submitting an individual class attendance plan agreed with the lecturer of each subject, i.e., submitting an Individual Study Plan Coordination Sheet. The free timetable shall enter into force following the procedure laid down in the order of the Director of the KUAS.

12.6 Students attending lectures on a free schedule retain all other requirements and rights.

## **13. Assessment of learning outcomes.**

13.1. The following principles shall guide the assessment of learning outcomes: validity (the assessment shall be related to the objectives of the programme of study (subject of study) and shall

measure the results of the studies designed to achieve them); reliability (the information obtained and the results of the assessment shall be objective and shall be independent of any change of the assessor); clarity (the assessment system shall be informative and understandable to the assessors and the assessed); usefulness (the assessment carried out shall be positively perceived by the persons being assessed and shall contribute to the fulfilment of the objectives of the programme of study); and fairness (the methods used in the assessment shall be equally appropriate for all the persons being assessed).

13.2. At the beginning of the semester, the lecturer shall inform the students about the procedure for the assessment of the course outcomes by outlining the detailed programme of the course of study, the objectives, the expected results of the course of study, the specific structure for the assessment of the results of the course of study, and the criteria and requirements for the assessment of results.

13.3 Only the knowledge and skills included in the programme of studies and the objectives and content of the programme of studies may be assessed.

13.4 Cumulative evaluation:

13.4.1. to ensure students' active work throughout the semester, ability to apply theoretical knowledge in practice, objective evaluation of study results, and to avoid cases of plagiarism, the KUAS applies cumulative assessment;

13.4.2. the components of the cumulative assessment shall assess the specific learning outcomes set out in the programme of the course of study;

13.4.3. the study of each subject or module shall culminate in an examination or an assessment of the student's independent work (project);

13.4.4. the final grade shall consist of the components of the cumulative assessment set out in the programme of the course, e.g., midterms, independent work, examination, the percentage of which shall be set out in the programme of the course. A compulsory component of the cumulative assessment is an examination, the proportion of which in the cumulative assessment may not be less than 40% of the total cumulative assessment. Failure to complete the components of the cumulative assessment specified in the programme of the course of study may result in the student being denied the opportunity to sit the examination. A final grade shall only be awarded if all the components of the cumulative assessment have been assessed positively.

13.5 Study results are assessed by the lecturer who taught the subject and supervised the study. Suppose, for fundamental reasons (illness, business trip, etc.), the lecturer who taught the subject or supervised the study cannot evaluate the results. In that case, the Head of the Centre shall submit the results. A student who misses one-half of the practical sessions of the course without a justifiable reason may not be allowed to take the examination.

13.6 The student's learning outcomes (knowledge, understanding, skills) shall be assessed by assigning them to a level of learning achievement (Table 1):

Levels of learning achievement

Type of subject/module level of learning outcomes	Linking levels of learning achievement to a ten-point scale for assessing learning outcomes	Description of the type of subject/module level of the learning outcomes	Levels of assessment of learning outcomes in subjects/modules Quantitative assessment
Excellent	<i>10 and 9</i>	A student who: is aware of the latest sources, theory and principles of the subject/field of study and can create and develop new ideas; can apply knowledge and solve complex and atypical problems in the field of study and related professional activities; can independently collect, evaluate, interpret data and make decisions based on these data; can communicate information, ideas, problems and solutions logically in communication with specialists in their field of study and other fields; has the necessary learning abilities to continue their study and to engage in independent learning	A student shall be considered to have achieved an excellent level of achievement in an assessment period if at least four-fifths of the module/subject assessments are at the excellent level and the others are at or above the typical level
Typical	<i>8 and 7</i>	The typical level of achievement is defined as a student who: knows the fundamental theories and principles of their field of study and can justify the significant achievements of their field of study; can apply knowledge to solve common problems in their field of study or related professional activity; can independently collect, evaluate and interpret data in their field of study for decision-making; can communicate the usual information, ideas, problems and solutions in their field of study; and possesses the necessary learning skills for further study and independent learning.	A student shall be considered to have reached the typical level of achievement for the period of assessment if at least three-quarters of the module/subject assessments are at the typical or excellent level and the rest at the threshold level
Threshold	<i>6 and 5</i>	The threshold level of achievement is defined as a student who: knows the main theories and principles of their field of study; can apply their knowledge to solve simple problems in their field of study; can participate in collecting, evaluating and interpreting the data in their field of study to make decisions; can convey the primary information, ideas, problems in their field of study; and has the capacity for independent learning.	A student is considered to have reached the threshold level of academic achievement for the assessment period if they have completed all modules/subjects. However, their academic achievement is below the representative level.
Not logged in	<i>4, 3, 2, 1</i>		The student's knowledge and skills do not meet the minimum requirements

13.7. Students who disagree with the assessment of a course of study have the right to submit a reasoned written request to the KUAS Director for a review of the assessment of the course of study. By order of the Director, the Head of the Centre may conduct the assessment review and by a subject-specific committee formed to re-examine the student's knowledge of the subject.

13.8 The student's grades during study shall be recorded in the examination or credit record, the semester progress report, and the assessment results shall be provided to the student electronically.

13.9 Completed answer sheets shall be delivered to the Study Department no later than four days after the examination.

13.10. The summary shall derive grade point averages and determine the student's progress rating.

13.11. The registers shall be collected, stored, and destroyed following the procedures established by law.

#### **14. Accounting for the components of the cumulative assessment.**

14.1. The student's participation in the examination and passing other components of the cumulative assessment is compulsory, except in cases when the examinations or other components of the cumulative assessment have been postponed for a specified period by order of the Director of the KUAS for fundamental reasons (illness, student's wedding, severe illness or death of relatives, etc.) and upon receipt of a request from the student and documents proving the reason.

14.2. For all components of the cumulative assessment, except for the examination, the student must complete the assessment at the time specified by the lecturer but no later than five days before the start of the examination session.

14.3. One week after the exam session is allotted for resitting exams.

14.4. During the resit week, students have the right to retake, free of charge, one of the components of the cumulative assessment that has not been submitted on time or has received a negative mark.

14.5. Additional retakes of the cumulative assessment components after the retaking week shall be considered academic arrears and subject to payment. The fee shall be set out in the Tuition Fee Policy approved by the KUAS.

14.6. Students who have positive marks in the cumulative assessment components but wish to obtain a higher mark shall be entitled to retake component one of the cumulative assessments once during the retake week.

14.7. A student who fails to obtain a passing grade in the course of study after two paid retakes shall be allowed to repeat the course. There is no limit to the number of repeats of a course of study. No more than two courses may be repeated per semester. A student may also repeat a course at their discretion to improve their level of knowledge. The fee for repeating a course of study shall be set out in the Tuition Fee Procedure approved by the KUAS.

14.8 Students shall maintain their differential academic arrears following the differential arrears settlement procedure individually established by the Study Department. The fee for differential arrears shall be set out in the Tuition Fee Policy approved by the KUAS.

#### **15. Academic debts.**

15.1 Academic debt - repeated failure to pass an examination (undefended independent work (project)) within a specified period, after having exercised the option to retake (defend) the examination free of charge once.

15.2 Academic debt may be reassessed by payment of a fixed instalment.

15.3. The results of academic arrears shall be recorded on the settlement (debt) slips issued to students by the Study Department in cases where differential academic arrears are held, additional settlement of cumulative assessment components is made, and settlement of cumulative assessment components for which the due date has been postponed by order of the Director of the KUAS due to essential reasons is made.

15.4. The billing (debt) slips with the grades recorded during study shall be returned to the Study Department no later than the day after the grades are recorded.

## **16. Final evaluation of studies.**

16.1 The programme of the field of study shall be completed by assessing the graduate's competence in the form of a final thesis/project defence and final examinations (where provided for in the regulatory enactments) of at least nine credits.

16.2 If the programme leads to a double professional bachelor's degree, it shall include the final theses (projects) in the major field (branch) and in the minor field (branch), as well as the final examinations (where provided for in the regulations), with a total of at least twelve credits.

16.3. The final examination or the preparation and defence of the final thesis shall be organised, and the results evaluated following the Procedure for the Preparation, Defence and Evaluation of Final Theses at the KUAS.

16.4 In the final thesis or final examination, the student shall aim to demonstrate that they have acquired professional competencies in all the fields of activity covered by the programme of study.

16.5 A final examination shall be organised, or a final thesis defended after completing all the subjects included in the programme of study and after passing all their examinations and completing all the professional practices.

16.6. In each academic year, a separate Qualification Commission (hereinafter - the Commission) consisting of 5 persons shall be established by order of the Director of the KUAS to assess the results of the completion of each study programme: representatives of employers (at least half of the members of the Commission), of whom one shall be appointed as the Chairperson of the Commission, at least one lecturer responsible for the implementation of the study programme, lecturers from other higher education institutions. The Commission's meetings shall be recorded by the Secretary of the Commission appointed by the Director of the KUAS.

16.7. The permission to take the final examination or defend the final thesis shall be validated by an order of the Director of the KUAS not later than five working days before the Commission meeting date.

16.8. Students who have studied individual subjects or a cycle of subjects at the KUAS as part of a study programme and have completed the entire programme of collegiate studies shall be allowed to take a final examination or defend a final thesis.

16.9. Final Examination.

16.9.1. The final examination assignments for the programmes of study subjects shall be prepared by the Programme Leader and approved by the Director of the KUAS. The Centres shall submit the final examination assignments to the Director of the KUAS for approval at least two weeks before the scheduled final examination session. Unapproved assignments may not be used in the final examination.

16.9.2. Final examinations may be retaken once in the following academic year at an additional cost according to the tuition fee payment procedure approved by the KUAS.

16.9.3. An appeal against the final examination procedures shall be accepted within three working days of the publication of the results. The Appeal Board shall be appointed by order of the Director of the KUAS.

16.9.4 Final examinations missed for justified reasons may be taken once free of charge in the following academic year.

16.10. Final thesis.

16.10.1. The preparation and defence of the final thesis shall be organised following the description of the procedure for preparation, defence, and evaluation of the final thesis of the KUAS.

16.10.2.

16.10.3. the unfinished thesis may be defended once, for justified reasons, free of charge for the following academic year.

16.10.4. undefended thesis may be defended once in the following academic year with additional payment according to the procedure for studies approved by the KUAS.

**17. Storage of student work.** The assessed student work is stored in:

- written examinations and assessments - 1 semester;
- practice diaries - for one year after graduation from the KUAS;
- final placement reports - 1 year after graduation from the KUAS;
- coursework - 3 years after graduation from the KUAS;
- final theses and written final examination papers - 5 years after graduation from the KUAS.

#### **IV. PROCEDURES FOR THE TERMINATION AND RESUMPTION OF STUDIES AND THE COMPLETION OF STUDIES BY STUDENTS AND LEARNERS**

##### **18. Discontinuation and resumption of studies.**

18.1 Reasons for withdrawing from education or training include:

18.1.1. completion of schooling - completion of studies at school and obtaining a certificate of education;

18.1.2. voluntarily terminated studies at their request;

18.1.3. violation of the School regulations - termination of studies due to violation of the Statutes of the KUAS and other internal regulations of the KUAS and discipline;

18.1.4. failure to attend after a break in education - termination of studies for failure to attend after a break in education;

18.1.5. default - termination of studies on the grounds of default when a student has more than three academic arrears without justifiable reasons;

18.1.6. unfinished thesis - termination of studies without defending the final thesis;

18.1.7. undefended thesis - termination of studies without defending the thesis;

18.1.8. failed final examinations - termination of studies due to failed examinations;

18.1.9. failed final examinations - termination of studies due to failed final examinations;

18.1.10. violation of the laws of the Republic of Lithuania, entailing criminal liability - termination of studies due to the student's violation of the laws of the Republic of Lithuania, entailing criminal liability;

18.1.11. reorganisation, liquidation or restructuring of the school - termination of studies due to reorganisation, liquidation or restructuring of the school.

18.1.12. students who discontinue their education or studies for the reasons specified in 18.1.1-18.1.10 shall be removed from the lists of students by order of the Director of the KUAS.

18.1.13 Students who have withdrawn from their studies or studies and settled their accounts in full of the KUAS may receive an academic report on the assessment of their study results.

18.1.14. Students may resume their studies after having interrupted their education or studies.

18.2 Reasons for *a break in education or study* include:

18.2.1 Sickness, pregnancy, and parental leave;

18.2.2. Military conscription;

18.2.3. study abroad - interrupted studies after going abroad to pursue an education under a contract;

18.2.4. court decision - interrupted studies due to a court decision;

18.2.5 Interrupted studies or studies for the reasons specified in Clauses 18.2.1 to 18.2.4 shall be validated by order of the Director of the KUAS, which shall specify the documented reason for the temporary interruption of studies and the duration of the interruption, which shall not exceed *one year*, apart from Clauses 18.2.1 and 18.2.4. The break shall be calculated from the date of withdrawal.

18.2.6 Students have the right to keep academic arrears during the period of study or study break.

18.2.7 If a student's programme of study changes during the period of study or interruption of studies, the differences in the programme shall be allowed to be resolved within one academic year from the start of the resumption of studies. During the liquidation period of the differences, as ordered by the Director of the KUAS, the student shall not be considered a debtor.

18.2.8. Students who have gone abroad to study at the request of the KUAS have the right to return and continue their studies under the conditions above.

18.2.9. At least ten days before the end of the study or study break, students are required to apply for the continuation of their studies to the Director of the KUAS.

### **19. Graduating from the KUAS.**

19.1 A student shall be deemed to have graduated from the KUAS if they have fulfilled all the requirements of the chosen study programme.

19.2 Persons graduating from collegiate study programmes shall be awarded a professional bachelor's degree or a professional bachelor's degree and a professional qualification in the relevant field or branch of study or a professional bachelor's degree and a professional qualification following the procedure laid down by law and shall be issued a diploma and a supplement to the diploma certifying the degree and the qualification awarded to the person or persons.

19.3. Persons who have studied at the KUAS under the study programme providing knowledge and skills, which are evaluated following the procedure established by the KUAS, shall be issued a certificate confirming this.

20. Students who have performed exceptionally well in their field of study shall be awarded a particular document certifying their graduation - a diploma with honours. A diploma "with distinction" shall be awarded to a student whose final grades in all modules/subjects are at least "good" and whose weighted average is at least "excellent" and whose final thesis and final examination is graded "very good" or "excellent".

21. Students who have not completed their studies shall be issued a certificate indicating all the subjects (modules) studied and assessed and their scope.

22. Documents certifying the completion of a study programme at the KUAS are issued only to those students who have no financial or other debts to the KUAS.

## **V. STUDENT INCENTIVES, PENALTIES AND SCHOLARSHIPS**

23. Students and learners who have distinguished themselves in the academic, creative, social, or sporting life of the KUAS may be awarded incentives, and students and learners who have violated the Statutes of the KUAS, these Regulations, other internal regulations of the KUAS or general moral norms may be penalised.

**24. The following incentives may be available to students and learners:**

24.1. praise;

24.2. thanks;

24.3. a diploma attesting academic, artistic, or sporting achievement;

24.4. gift.

**25. The following penalties may be imposed on students and learners:**

Note 25.1;

25.2. reprimand;

25.3. expulsion from the KUAS. A student may be expelled from the KUAS if they have grossly violated the Statutes of the KUAS and other internal regulations of the KUAS or has been reprimanded twice during an academic year.

26. Disciplinary penalties shall be imposed by order of the Director of the KUAS not later than one month from the date on which the student's violation is discovered. If the student refuses to explain or fails to explain within the time limit specified in the letter, the disciplinary penalty shall be imposed without explanation.

27. If a disciplinary sanction is imposed on a member of the students' representative body, the latter's consent must be obtained (except in cases where the sanction is imposed for non-compliance with the requirements of the study programme).

28. The Director of the KUAS shall award incentives and penalties.

29. A student or learner who disagrees with the imposition of a penalty or an incentive shall have the right to appeal in writing to the Disputes Committee no later than three working days after the publication of the penalty (incentive).

**30. Scholarships for students. The following scholarships may be awarded to students:**

30.1 *One-time Founder's Scholarship* is a scholarship granted by the Founder of the KUAS to students studying at study places not funded by the State. Full-time and part-time students studying in state-unfunded study places may apply for a scholarship awarded by the Founder. The scholarship is awarded once a year for the autumn and spring semesters of the previous academic year, subject to:

- the student's study results and academic achievements;
- the student's active participation in social, cultural, sporting and student social activities to represent the KUAS;
- the student's need for social support.

30.2. *Founder's scholarship for studies* - is a scholarship for studies granted by the Founder of the KUAS to students studying at study places not funded by the State. Students may apply for the Founder's Study Grant regardless of the chosen study programme and form of study (full-time or part-time).

30.2.1. Students studying at the KUAS are awarded a scholarship based on:

- Students' professional motivation;
- Student progress;
- the student's active participation in social, cultural, sporting and community activities to represent the KUAS.

30.2.2. Persons applying to study at the KUAS may be awarded a scholarship based on:

- the motivation of the applicant to study;
- the applicant's commitment to represent the KUAS properly and to participate in events organised by the KUAS;
- the applicant needs social support;
- the applicant's competition score.

30.3 Scholarships listed in Clauses 30.1, 30.2 shall be awarded only on presentation of documents proving the need for such scholarship.

30.4 The amounts and terms of payment of the scholarships listed in Clauses 30.1 - 30.2 shall be determined by a decision of the KUAS General Meeting of Shareholders.

## **VI. STUDENT RIGHTS AND RESPONSIBILITIES**

31. *Students are entitled to:*

- 31.1. study the study programme of their choice;
- 31.2. to study more than one study programme or other study subjects at the KUAS or another higher education institution;
- 31.3. to assess the quality of teaching and study facilities in the subjects studied;
- 31.4. to discontinue and resume studies following the procedure laid down in the Statutes of the KUAS;
- 31.5. participate in international academic exchanges;
- 31.6. to use the educational methodological and scientific literature and material and technical resources available at the KUAS for the execution of the programme of study, as well as the premises of the KUAS for study, cultural life, and recreation;
- 31.7. freely express ideas and opinions;
- 31.8. to elect and be elected as Student Representative, Group Elders;
- 31.9. participate in research, technical, creative, and artistic activities.

*32. Student responsibilities:*

- 32.1. fulfil the terms of the student's study agreement and the requirements set out in the study programme;
- 32.2. to abide by the KUAS Code of Academic Ethics;
- 32.3. to comply with the Law on Science and Studies, the Statute of the KUAS, other legal acts and internal rules of procedure;
- 32.4. to pay the tuition fee on the due date and fulfil other financial obligations to the KUAS;
- 32.5. to preserve the property of the KUAS;
- 32.6. adhere to standards of academic integrity.

**VII. VALIDITY AND AMENDMENT OF THE STUDY REGULATIONS**

33. Other study issues not provided for in these Study Regulations shall be decided by the Director of the KUAS.

34. The Study Regulations may be amended by a decision of the Academic Council and supplemented by order of the Director of the KUAS, in agreement with the Academic Council.

35. The Study Regulations shall enter into force on the date of the decision of the Academic Council (or the Director's order in agreement with the Academic Council).

---