

APPROVED BY  
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Lithuanian Academy of Music and Theatre  
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## REGULATIONS OF STUDIES OF THE LITHUANIAN ACADEMY OF MUSIC AND THEATRE

### I. PURPOSE OF THE REGULATIONS OF STUDIES

1. The Regulations of Studies of the Lithuanian Academy of Music and Theatre (hereinafter referred to as the Regulations) shall establish the system of studies at the Lithuanian Academy of Music and Theatre (hereinafter referred to as the Academy), the general conditions of admission to the first and second cycles of studies and professional studies and the organisation of these studies, the rights and duties of students and unclassified students, and their relations with the Academy.

### II. KEY DEFINITIONS

2. **Graduate** means a person who has completed a study programme at the Academy and who has obtained a higher education qualification.

3. **Academic leave** means a temporary interruption of studies due to sickness, pregnancy and childbirth, childcare and personal reasons, without losing the status of a student.

4. **Transcript of records** means a document issued to students and unclassified students or graduates on the subjects (modules) studied and the learning outcomes achieved at the Academy.

5. **Academic mobility** is a process related to the physical and/or virtual mobility of students and/or lecturers, which enables students to acquire knowledge, skills and experience in another academic environment and lecturers to undertake traineeships, share professional experience, develop skills and practical teaching skills.

6. **Higher education diploma** is a document certifying a person's acquired higher education qualification.

7. **Higher education qualification** means the qualification degree, the doctoral degree, the doctoral degree in arts, and the qualification granted by the Academy with the consent of the competent authority to provide that qualification.

8. **Final thesis** means the work which summarises the learning outcomes required to acquire the higher education qualification.

9. **Diploma supplement** means a complementary document to the higher education diploma, providing information on the curriculum of the higher education obtained and on the national higher education system. The diploma supplement is an integral part of the higher education diploma.

10. **Examination and assessment session** is the period at the end of the semester, during which the learning outcomes achieved by students and unclassified students are evaluated.

11. **Individual study plan** means an individual plan, drawn up in accordance with a specific study programme, meeting the student's needs, which sets out mandatory and optional study subjects (modules) in semesters.

12. **Unclassified student** means a person enrolled in the Academy in the framework of a non-formal adult education programme or individual study subjects (modules).

13. **Student** means a person who studies at the Academy under a study programme or doctoral studies.

14. **Studies** mean the studying of a person who has completed at least a secondary education at a higher education institution under a selected study programme or part thereof.

15. **Study subject** means a part of the study programme taught for one or several semesters, which develops certain competences and skills and implements the objectives of the study programme.

16. **Study credit** means a unit of volume of studies used to calculate the average workload of a student required to achieve the learning outcomes. One credit is equal to 25-30 working hours of a student or an unclassified student, including the contact hours (spent in classrooms) and independent work.

17. **Study module** means a part of the study programme composed of several subjects related to the curriculum, with a common objective and expected to achieve the learning outcomes.

18. **Certificate of studies** means a document issued to persons who have completed their professional studies and have obtained an appropriate qualification.

19. **Study programme** means a totality of the implementation of the study field(s) in a higher education institution and its description, including learning outcomes and curriculum, learning activities, methods, tools, human and other resources required for their achievement.

20. **Study field** means the academic, professional and research field that is united by the general concept, learning outcomes and the methods of their achievements (teaching, studying, evaluation).

21. **Learning outcomes** mean a student's knowledge, understanding, skills and attitudes after the completion of a study module (subject) and/or the entire study programme.

### III. STUDY SYSTEM

#### Study cycles

22. The Academy shall carry out cycle studies, either to acquire a qualification degree or to acquire a PhD in science or in arts.

23. The Academy's cycle studies has three cycles: the first and the second study cycles are intended to acquire a qualification (Bachelor, Master) degree and the third one is to acquire a PhD degree in science or in arts.

#### Year, mode and volume of studies

24. The year of studies shall be divided into semesters and holiday periods. During Summer, students shall be granted a continuous leave of at least one month.

25. The Academy provides full-time education.

26. The volume of study programmes, modules and individual subjects shall be calculated in credits.

#### Study programmes

27. The Academy provides study programmes in the fields of studies accredited in accordance with the procedure established by legal acts of the Republic of Lithuania, included in the Register of Studies, Training Programs and Qualifications.

28. The preparation, improvement (renewal) and evaluation of a study programme, the general (the volume of subjects (modules) in credits) and specific (the curriculum) requirements of study programmes are regulated in *the Regulation of Study Programmes of the Lithuanian Academy of Music and Theatre* approved by the Senate of the Academy.

29. The aim of a study programme, competencies to be developed, expected learning outcomes, assessment criteria of achieved learning outcomes and competences, study methods, study subjects (modules) and other relevant information related to the study programmes are provided in the study programme description.

30. Study programmes consist of subjects or modules that lead to the achievement of learning outcomes specified in the study subject (module) description.

31. By purpose and curriculum, study programmes consist of the following groups of subjects or modules:

31.1. Fields of study - designed to develop subject-specific competences provided in the study programme description;

31.2. General university - designed to develop the general competencies provided in the study programme description, to form common erudition and world-view;

31.3. Optional - designed to gain deeper or additional knowledge in the same or another field of studies:

31.3.1. Alternative - study subjects (modules) chosen by a student from the given list.

31.3.2. Facultative - optional study subjects (modules) opted by a student.

32. Study subjects (modules), their volume in credits and sequence, a student's workload and assessment form are specified in the study plan.

33. Study programmes can also be joint, conducted by two or more national or foreign higher education institutions.

34. The purpose of a joint programme is to enable students to acquire more knowledge, skills and experience than a study programme offered by a single higher education institution.

35. The general requirements for the preparation, implementation and award of joint programmes are laid down in the legal acts of the Republic of Lithuania. A joint programme is prepared and implemented in accordance with the agreement on the implementation of the joint programme signed by the Academy and partner higher education institutions.

36. Individuals who have completed a joint programme are awarded a qualifying or joint higher education degree.

### ***The first cycle studies***

37. The first cycle study programmes shall be designed to develop a general erudition, convey the theoretical foundations of the field of studies and create the professional skills necessary for independent work. These study programmes are geared toward universal education, theoretical training and top-level professional skills.

38. Individuals who have completed the first cycle university studies shall be awarded a Bachelor's degree, conferring the right to pursue a professional activity and/or proceed with master studies

### ***Second cycle studies***

39. The second cycle study programmes shall be designed to prepare for independent artistic, scientific or other work requiring scientific knowledge, artistic, creative and analytical skills.

40. Individuals who have completed the second cycle studies shall be awarded a Master's degree, conferring the right to pursue a professional activity and/or proceed with doctoral studies

### ***Third cycle studies***

41. The third cycle studies shall be the doctoral studies in science or in arts.

42. The purpose of the doctoral studies in arts is to train researchers who are capable of creating, interpreting and developing art-based research. Individuals who have defended the art project shall be awarded the doctoral degree in arts.

43. The purpose of the doctoral studies in science is to train researchers who are able to carry out research and experimental (social, cultural) development activities independently and to solve scientific problems. The doctoral degree in science shall be awarded to those who have defended the dissertation.

44. The admission of students to the doctoral studies in arts, their rights and duties, relations with the Academy, the procedure for organising and carrying out doctoral studies is regulated in *the Regulation of Doctoral Studies in Arts* of the Lithuanian Academy of Music and Theatre, approved by the Senate of the Academy.

45. The admission of students to the doctoral studies in science, their rights and duties, relations with the Academy, the procedure for organising and carrying out doctoral studies is regulated in *the Regulation of Doctoral Studies in Arts of the Lithuanian Academy of Music and Theatre*, approved by the Senate of the Academy.

### ***Professional studies***

46. Professional studies shall be aimed at acquiring a qualification or preparing for practical activities on individual basis.

47. Individual who have completed the professional studies shall be granted professional qualifications.

### ***Bridging studies***

48. Bridging studies may be organised in the following cases:

48.1. Where a person intending to study at the Academy has the background acquired in professional higher education, unless the Senate of the Academy has adopted a resolution that the admission to specific study programmes is limited to practical experience of the type and duration established by the Academy, but not less than one year;

48.2. Where the selected field of the master studies does not coincide with the major or minor field of the first cycle studies completed by an individual, unless the Senate of the Academy has adopted a resolution that the admission to specific study programmes is limited to practical experience of the type and duration established by the Academy.

### ***Minors studies***

49. A study programme may cover two fields of studies: the main field and the minor field of studies defined by the Academy and selected by a student.

50. Requirements for the organisation and execution of minor studies is regulated in the *Procedure of execution of the minor field of studies* approved by the Senate of the Lithuanian Academy of Music and Theatre.

### **Modes of studies and teaching language**

51. Students' workload consists of the following activities:

51.1. Contact hours with a lecturer (individual and group sessions) in a classroom. Contact hours can also be remote, if it is provided for in the study subject (module) description;

51.2. Individual work consists of self-preparation, study of methodological and scientific literature, practical work, information gathering, self-studies, research, preparation for examination and assessments, and other activities related to achievement of learning outcomes;

51.3. Students' practical training performed in the Lithuanian and/or foreign institutions and individual practical training, which are regulated in the *Procedure of organisation of practical training for students of the Lithuanian Academy of Music and Theatre*, approved by the Senate of the Academy.

52. The lecture language at the Academy is Lithuanian. The other languages shall be used in the following cases:

52.1. the expected learning outcomes relate to the knowledge of a foreign language;

52.2. lectures or other academic activities are administered by foreign lecturers;

52.3. foreign students study at the Academy under a particular study programme;

52.4. the studies shall be conducted on the basis of joint programmes with foreign higher education institutions.

#### **IV. ADMISSION OF STUDENTS AND UNCLASSIFIED STUDENTS TO THE ACADEMY**

53. The admission of students to the first, second cycle and professional study programmes of the Academy shall be carried out in accordance with the *Rules for the Admission of Students* approved by the Senate of the Academy. Admission to the first cycle studies is further regulated in the *Procedure of the centralised admission to the first study cycle and integrated studies of Lithuanian higher education institutions* approved by the Association of Lithuanian Higher Education Institutions for Centralised Admissions (LAMA BPO).

54. Individuals who have completed at least secondary education and who have passed the entrance examinations shall be admitted to the first study cycle by a competitive procedure.

55. Individuals who have completed at least the first study cycle and who have passed the entrance examinations shall be admitted to the second study cycle by a competitive procedure.

56. The admission of students to the first, second cycle and professional study programmes of the Academy shall be carried out by the Admission Committee.

57. Non-citizens of Lithuania shall be accepted by a competitive procedure in accordance with the *Procedure of competition for admission to state-funded studies of individuals who have acquired higher education in foreign institutions* approved by the Ministry of Education and Science and the *Rules of admission of foreign nationals to the Lithuanian Academy of Music and Theatre*.

58. The admission of unclassified students shall be carried out by the Admission Committee and the Study information and Data Office.

59. The relations between the admitted students and unclassified students with the Academy shall be documented by agreements. The lists of admitted students shall be approved by orders of the Rector of the Academy.

60. Students of the Academy shall be issued a student's certificate in the form prescribed by the Ministry of Education and Science.

#### **V. STUDY PROCESS**

61. Studies shall be organised in the Academy according to accredited study programmes, following the approved academic schedule.

62. At the beginning of each academic year, the Academy holds the *Information Days*, during which provide students with information on study arrangements such as schedules, exam sessions, rotation, final assessment, minor studies, enrolment, and optional subjects (modules).

63. Students' requests for various issues begin to be dealt with from the date the application is registered with the Academy.

### **Academic schedule of studies**

64. The year of studies is composed of two semesters: Autumn and Spring.

65. The length of a study semester is 20 weeks.

66. The academic schedule shall be prepared by the Centre for Academic Affairs for each year of study and approved by the Senate of the Academy by the 1st of June. The academic schedule defines the beginning and end of the Autumn and Spring semesters, the time of exam and assessment sessions, the periods of Christmas and New Year, Easter, summer holidays, etc.

### **Enrolment for studies, the fields of minor studies and optional subjects**

#### ***Enrolment for studies***

67. All students of the Academy must enrol for studies within 5 (five) working days from the beginning of each year of study.

68. Students enrol for studies on-line. The enrolment of students for studies shall be coordinated by the faculty administrators.

69. Students renewing their studies after the interruption must enrol for studies not later than 5 (five) working days before the last day of interruption of their studies.

(Version of the Paragraph adopted by the Senate on 13 February 2019 (Minutes No 1-SE))

70. Students who have not enrolled in time for their studies shall be considered to have voluntarily terminated their studies and shall be removed from the student lists of the Academy by the Rector's order within 5 working days after the expiry of the enrolment period. They shall have the right to renew studies in accordance with the procedure laid down in these Regulations.

#### ***Enrolment for the fields of minor studies***

71. Students who have chosen study the fields of minor studies must enrol on-line within 5 (five) working days after the start of the first semester of the year of study.

#### ***Enrolment for optional subjects (modules)***

72. Students of the Academy must enrol for optional subjects (modules) provided for in the study programme:

72.1. Alternative optional study subjects (modules) delivered according to the schedule of individual or group lectures;

72.2. Facultative optional study subjects (modules) delivered according to the schedule of individual or group lectures or provided at another higher education institution of Lithuania.

73. Information on optional subjects (modules), options and time limits of studies shall be published in the faculties, departments and on the website of the Academy. The Academy determines the quota of each subject (module) of the optional studies, i. e. the number of students who can choose a specific study subject (module).

74. Enrolment of students for optional subjects is on-line. Students of the Academy must enrol optional study subjects within 5 (five) working days of the beginning of the semester.

75. Upon the application to the Rector of the Academy, students of the Academy may enrol for additional optional study subjects (modules) delivered according to the schedule of individual or group lectures. A supplement to the existing learning agreement shall be entered into with a student concerning the selected additional study subject (module). Students shall pay the tuition fee of the additional study subjects (modules), as determined by the Academy.

76. Applications by students regarding the alternative, facultative and/or additional optional subjects (modules) covered by the schedule of individual lectures for the following year of studies shall be accepted in the dean offices of the faculties from the 1st of May to the 1st of June of the current year of studies. The applications by students of the first study cycle regarding the study subjects (modules) referred to in this paragraph shall be accepted within five working days of the beginning of the Autumn semester.

77. The studies of the chosen alternative and/or facultative subjects and their evaluation (including examination) of learning outcomes achieved shall become mandatory.

78. During the first two weeks of the semester, students have the right to apply for the change in facultative, alternative and/or additional optional study subjects (modules) to other subjects (modules) with vacancies.

79. For students who have not enrolled for alternative and/or facultative optional study subjects in a timely manner without justification, an academic debt shall be recorded during the session. Students who have provided a valid reason for the missed enrolment are allowed to choose the alternative and/or facultative optional study subjects with vacancies.

### **Crediting of learning outcomes**

80. The principles of crediting of learning outcomes obtained by a person in Lithuanian or foreign higher education institutions at the Academy, as well as the procedure of their documentation is regulated in the *Procedure of crediting learning outcomes at the Lithuanian Academy of Music and Theatre*.

81. A student who has his/her learning outcomes credited may be admitted to a higher course or study on the basis of an individual study schedule agreed with the dean of the faculty.

### **Course of studies**

82. The faculty studies are organised and coordinated by the dean of the faculty and the heads of the departments (units).

83. Study programmes are implemented according to several types of schedules:

- 83.1. the schedule of the semester group lectures;
- 83.2. the schedule of the semester individual classes;
- 83.3. the schedule of examinations and assessments for the session;
- 83.4. the schedule of the defence of final theses.

84. All contact classes of students and lecturers shall take place at the time and place indicated in the schedules (at the Academy's classrooms, in the hall or outside the Academy).

85. On the recommendation of the dean of the faculty, the Vice-Rector of the Academy for studies shall approve the schedules of the semester group lectures. The schedule of the Autumn semester group lectures shall be published on the Academy's website at least one week before the beginning of the semester. The schedule of the Spring semester group lectures shall be published on the Academy's website at least one month before the beginning of the semester.

86. At the time foreseen in the academic schedule at the beginning of the Autumn semester, lecturers, in coordination with students, draw up (or revise in the Spring semester) schedules for individual classes approved by the dean of the faculty on the recommendation of the head of the department. The schedules of individual classes are published on the bulletin boards of the departments of the Academy and/or on the website of the Academy.

87. Upon the recommendation of the dean of the faculty, the Vice-Rector of the Academy for studies shall approve the schedules of examinations and assessments and the schedules of the defence of final theses. The schedule of examinations and assessments shall be published not later than one month before the beginning of the Autumn, Spring or graduation session.

88. Students who have completed study programmes of other higher education institutions, students who have been admitted after partial studies in other higher education institutions, or students who study more than one study programme in parallel, etc., who, according to *the Procedure of crediting learning outcomes at the Lithuanian Academy of Music and Theatre*, have their learning outcomes credited, shall study only those subjects at the Academy, the learning outcomes of which have not been credited.

89. Students who undertake to give concerts, perform, participate in contests, festivals or other events related to the achievement of the objectives of the study programme, because of which they are unable to attend group and individual lectures, must inform the dean about that at least 3 (three) working days in advance in writing and obtain the permission of the dean to miss the lectures during the given period. In exceptional cases (preparing for contests, etc.), students may also be allowed to study according to an individual schedule agreed with the dean of the faculty. A student studying according to an individual schedule must meet all the requirements specified in the study subject description.

### **Assessment of learning outcomes**

90. At the start of the semester, the lecturer must inform students about the arrangements for evaluating learning outcomes, setting out a detailed subject programme, objectives, learning outcomes, a specific structure for evaluating the learning outcomes of the study subject (including the impact of interim assessments on the final assessment, the learning outcomes that lead to repetition of the course of study), the evaluation criteria and other requirements necessary for the student to know, as related to the development of the envisaged competences.

91. Evaluation of the learning outcomes of a subject shall be an integral part of the study process. Each subject or module shall be completed by an examination or an assessment of the work/project carried out by the student.

92. The Academy applies different valuation methods of learning outcomes, depending on the study field of the subject (module) and the characteristics of the study modes. The evaluation may be written, oral or otherwise, as provided for in the description of the study subject (module). The tasks and assessment criteria of the examination shall be the same or equivalent for all students.

93. The evaluation of the learning outcomes of the study subjects shall be based on the following principles:



93.1. Reasonableness (the assessment is related to the learning outcomes of the study programme and must measure the learning outcomes intended for the implementation of the study subjects);

93.2. Reliability (the evaluation information and evaluation results obtained must be objective and independent of the assessor);

93.3. Clarity (the rating system must be informative, understandable to assessors and students);

93.4. Usefulness (the evaluation performed must be positively evaluated by students themselves and contribute to the achievement of the study programme goal);

93.5. Impartiality (the evaluation methods used in the evaluation must be equally suitable for all students).

94. The Academy may perform a continuous, interim and final evaluation of the learning outcomes of the subject (module) achieved by the student. The final evaluation of learning outcomes shall be mandatory. The final evaluation of the learning outcomes of the study subject (module) may be a cumulative grade the composition of which is calculated by the proportions provided for in the description of the study subject (module).

95. Examinations and assessments provided for in study plans are arranged during sessions. The time schedule for examinations and assessments of the session shall be drawn up in such a way that sufficient time is allowed for the preparation and taking of each examination. The examinations and assessments shall be carried out at the time and place specified in the schedule.

96. A student's learning outcomes of the study subject are evaluated by the subject lecturer or the evaluation committees.

97. The evaluations committees for assessing the learning outcomes achieved by a student shall be composed by the head of the department and include the subject lecturer and other teaching staff (specialists) in the field concerned, as well as course leaders. The composition of the committees shall be published on the bulletin boards of the departments of the Academy.

98. The assessment of students' learning outcomes during exams and interim assessments are rated in a ten-point system (from 1 to 10 points) or as failed/passed. A student passes the assessment if he/she proves that he/she has mastered at least half the knowledge of the subject.

99. The learning outcomes achieved by a student on completion of the subject (module) shall be attributed to the level of achievement. The right scale for the evaluation of learning outcomes is linked to the achievement levels of the subject of studies, where an excellent level of achievement is rated as 9 and 10; a representative level of achievement is rated as 7 and 8; and a threshold level of achievement is rated as 5 and 6. There are three levels of study achievements: Excellent, representative and threshold:

99.1. an excellent level of achievement means that a student knows the most recent sources, theory and principles of the subject (field) of study and can generate and develop new ideas; is able to apply knowledge and address complex and atypical problems in the field of study and related professional activity; can independently collect, assess, interpret data and make decisions on the basis thereof; is capable of providing a logical presentation of information, ideas, problems and solutions communicating with professionals in his/her field of study and in other areas; has the learning capacity required for further studies and self-learning;

99.2. a representative level of achievement mean that a student knows the most important theories and principles of the subject (field) of studies and can justify the substantial achievements of the course of study; is able to apply knowledge to the standard problems of the course of study or related professional activity; is able to independently collect, assess and interpret data on the course of study required for decision-making; is capable of providing regular information, ideas, problems

and solutions of the field of studies; has the learning skills required for further studies and self-learning;

99.3. a threshold level of achievement means that a student knows the most important theories and principles of the subject (field) of studies; is capable of applying knowledge to solving straightforward problems in the field of studies; can participate in the collection, assessment and interpretation of the data on the course of study required for decision-making; is capable of conveying the background information, ideas, problems of the field of study; and has the capacity for self-learning.

100. After each year of study, the evaluations of subjects (modules) received by students in the course of their studies are summarised and the level of achievement of learning outcomes are set.

101. The overall level of achievements during the evaluation period shall be determined in accordance with the procedure set out in the *Procedure for the formation and application of the order of precedence of academic achievements of students of the LMTA*.

(Version of the Paragraph adopted by the Senate on 18 September 2019 (Minutes No 7-SE))

102. An excellent student is a student without academic debts, who has fulfilled all the requirements for the study programme during the period of evaluation and has achieved an excellent or representative level of achievement.

103. A student who has not fulfilled all the requirements specified in the description of the study subject provided by a lecturer at the beginning of the semester shall not be allowed to take the examination or assessment of this subject, based on the recommendation by the lecturer and approved by the dean's ordinance given before the beginning of the last week of the course according to the academic schedule.

104. A student who has fallen ill during the session examinations and assessments and is unable to attend examination or assessment due to illness must notify the administrator of the faculty of his/her study field within 3 (three) days from the beginning of illness. By the dean's order, the period of examinations/assessments can be deferred for such a student for a period not exceeding 10 (ten) working days from the beginning of a new semester. If the student's illness continues for a longer period, the dean of the faculty may suggest to take an academic leave due to illness.

105. A student who, due to objective reasons, is unable to attend an exam or a test at the scheduled time, may request the dean of the faculty to postpone the exam or the test at another time agreed in advance with the subject lecturer or the exam committee.

106. The assessment of the learning outcomes of the subject shall be recorded within 3 (three) working days after the assessment in the Report on Assessment of Learning Outcomes and the Student's Study Card.

107. A student who does not agree with the final assessment of the learning outcomes has the right to submit a written appeal to the dean of the faculty not later than on the next working day after the publication of the assessment or examination results, and in case of violations of the procedure of assessment of learning outcomes - not later than on the next working day after the day of the examination or the assessment. The procedure for reviewing appeals is governed by the Procedure of the submission and examining appeals approved by the Senate.

108. Students are not allowed to make an individual arrangements with a lecturer on retesting for a higher rating.

109. After each exam, the subject lecturer is required to provide students with feedback on the mutual experience gained, the curriculum of the subject, teaching methods, study and assessment opportunities. The assessment of the learning outcomes (grade) of the subject is considered as

confidential, non-public and non-debatable information. With the students' consent, the lecturer can discuss this information with them, point out their major mistakes, and identify areas for improvement in their competences.

110. At the end of the examinations and tests of the Spring session of the academic year, the following group of students are forwarded to the next course of studies upon the Rector's order:

110.1. Students who have no academic debts;

110.2. Students who have academic debts not exceeding the amount provided for in Paragraph 120 of these Regulations;

110.3. Students who have academic debts in excess of the amount provided for in Paragraph 120 of these Regulations but their assessments have been deferred by the dean's ordinance;

110.4. Students returning from short-term study abroad under the Erasmus+, Nordplus programmes, but not having received a transcript of records from a partner institution prior to the start of the academic year.

111. At the end of the examinations and tests of the Spring session of the academic year, students who have interrupted the studies are left at the same course of studies by the Rector's order (see subsection *Termination, interruption and renewal of studies*).

### **Academic debts and their elimination**

112. Academic debts shall be recorded for students:

112.1. who have not passed the examination or assessment during the session;

112.2. due to a fraudulent conduct in the unauthorised use of sources of knowledge, including but not limited to cheating or plagiarism, during an examination or a test;

112.3. who have failed to attend the examination or a test without a valid reason;

112.4. who have failed to meet all requirements specified by the lecturer at the beginning of the semester (see Paragraph 103 of these Regulations).

113. Students whose academic debts have been recorded for the reason specified in Paragraph 112.1 of these Regulations shall have the right to retake the assessments of those study subjects once free of charge during the elimination period of academic debts of the same session. Students who have failed an exam or a test repeatedly or have not retaken the assessment at all, shall repeat the studies for that subject (module), upon paying the tuition fee for the study subject (module) set by the Academy.

114. Students who have academic debts due to the reasons specified in Paragraphs 112.2, 112.3 and/or 112.4 of these Regulations are obliged to repeat the studies of that subject (module), upon paying the tuition fee for the study subject (module) set by the Academy.

115. In case of failing the examination or the test of the repeated subject (module), the subject (module) studies shall be repeated again, upon repayment of the tuition fee for the subject (module) set by the Academy.

116. A student who has failed the speciality (main field of study) subject repeatedly or has not retaken the assessment at all, shall be expelled from the Academy. No repetition of this subject shall be allowed.

117. A student of the theatre art (acting, directing) study programme who has failed or has not taken the speciality (main field of study) subject examination during the exam and assessment session shall be expelled from the Academy. No conditions shall be created to repeat the examination of this study subject (module) or to repeat the study of this subject (module).

118. The deadlines for the elimination of academic debts are set in the academic schedule of each academic year. The department shall organise the retake of examinations (assessments).

119. In the course of exams and tests, reassessment is carried out by the same subject lecturer or the evaluation committee. In exceptional cases, the re-evaluation may be carried out by another lecturer or evaluation committee of a different composition by the dean's ordinance based on the recommendation of the head of the department.

120. After each examination and assessment session (at the end of the elimination period of academic debts), a summary of the progress of students in all previous sessions is prepared. Academic debts shall be aggregated for all sessions and students shall be expelled from the Academy due to lack of progress, if they have failed to provide valid excuses and have gained: 4+ academic debts for the students of bachelor study programmes; 3+ academic debts for the students of master study programmes and professional study programmes. Such students shall not be entitled to retake exams and assessments or repeat the course.

### **Study accounting**

121. Study accounting shall be conducted by the dean offices of the faculties of the Academy and by the Information and Data Office of the Academic Affairs Centre. The study accounting documents shall be completed by the lecturer assessing the learning outcomes of the subject or the chairman of the evaluation committee in accordance with the Rules for Handling Study Accounting Documents approved by the Rector.

122. Study accounting documents are:

122.1. Report on Assessment of Learning Outcomes (hereinafter referred to as the Report);

122.2. Student's Study Card (hereinafter referred to as the Study Card);

122.3. Student's Academic Debt Card (hereinafter referred to as the Debt Card);

122.4. Card for Crediting Learning Outcomes;

122.5. Scoreboard of the Achieved Learning Outcomes.

123. The lecturers or the chairman of the evaluation committee shall bring the reports to the exams (tests) and a student shall bring the study card. The reports and the study card are filled in by the lecturer or the chairman of the evaluation committee who records the learning outcomes.

124. At the end of the assessment/examination session and the elimination period of academic debts, the student taking the exam (assessment) or repeating a separate subject (module) of the study programme during the deferred session is issued a debt card which the student must have at the time of assessment. This card is prepared and issued by faculty administrators. The lecturer's record replaces the record in the report.

125. The student shall return the filled in debt card to faculty administrators within 1 (one) working day from the date of the last exam or assessment.

126. Students who fail to present their debt cards in due time without a valid reason shall be registered as having academic debts of the respective study subjects.

127. Records of study accounting shall be valid if they are clear, without corrections, submitted in a timely manner, certified by the signature of the lecturer or the chairman of the evaluation committee. If the entries in the report, study or debt cards do not coincide, the record of the report has the priority. Disputable cases shall be settled in accordance with the procedure laid down in the Statute of the Academy.

128. Upon application by a student or a person who has studied at the Academy, the Study Information and Data Office of the Academic Affairs Centre issues transcripts of records on the subjects studied at the Academy and/or their assessment.

### **Change of the study programme**

129. Students in the first and second study cycles may change their study programme only within the same study group and not before the end of the first semester of the first year of study, provided that they have no academic debts.

130. A student wishing to change a study programme or a specialisation of a study programme shall apply to the dean of the new study programme faculty of the academy not later than 10 days before the start of a new semester of studies.

131. A request for a change in a study programme (specialisation) must specify the current study programme and the intended study programme (specialisation). The application shall also be accompanied by the documents necessary to take account of the learning outcomes.

132. A student's application to change the study programme (specialisation) shall be considered by the dean of the faculty. The administrator of the faculty shall inform the student, no later than 5 working days after the submission of the application, of the consent or rejection of his/her application to change the study programme (specialisation).

133. The consent for a student to change the study programme (specialisation) shall be executed by the Rector's order.

134. The learning outcomes of the student who wishes to change the study programme (specialisation) shall be credited in accordance with *the Procedure of crediting learning outcomes at the Lithuanian Academy of Music and Theatre*.

135. If the change of the study programme (specialisation) results in academic differences, they must be eliminated within 1 (one) year from the consent to change the study programme (specialisation).

136. A student changing the study programme, having received a consent to study under another study programme at another higher education institution, shall inform the dean of the faculty of the Academy in writing within three working days.

137. Change of the study programme (specialisation) upon transfer to another higher education institution shall be documented by terminating the existing learning agreement and signing a new learning agreement, and if the higher education institution remains the same - by changing the existing learning agreement.

### **Change in funding of studies**

138. The Academy has studies funded by the State and some students pay for their studies at the Academy.

139. State funding for entrants who intend to study under the first cycle study programme and take part in a competition is based on their abilities, which are determined by the results of the secondary school examinations, learning outcomes, other skills and special abilities. The order of precedence the best graduates of the secondary education is formed according to the procedure established by the Ministry of Education and Science.

140. The number of the state-funded positions in the second, third cycle and professional study programmes to which students are admitted is determined by the Ministry of Education and Science by the group of study fields.

141. For students whose first cycle studies are state-funded, after the assessment period set by the Academy, the state funding for the studies will remain provided that they meet the established criteria for excellence. If a student does not meet the criteria for excellence, he/she loses state funding. A student who loses state funding has to pay a fixed tuition fee, while a state-funded vacancy is occupied by the best student in the same field of study, in the same course, whose studies are funded by the State and who meets the criteria for excellence, as determined by the Academy. If there are fewer vacancies than students who meet the criteria for excellence, priority shall be given to students who have achieved a higher achievement level in more subjects (modules) during the assessment period.

142. State-funded and non-state-funded student positions are occupied in accordance with the procedure established by the Academy.

### **Termination, interruption and renewal of studies**

143. Studies shall be terminated and a student shall be removed from the student list of the Academy in the following cases:

- 143.1. upon expiry of the period of a learning agreement;
- 143.2. at the request of the student;
- 143.3. due to failing enrolment for studies in a timely manner according to these Regulations;
- 143.4. due to lack of excellence;
- 143.5. due to failure to meet financial obligations to the Academy;
- 143.6. due to failing or not taking an exam for no justifiable reason, or due to failure to defend or not defending the final thesis;
- 143.7. due to the criminal prosecution of a student for a criminal offence and the entry into force of a court decision to plead guilty;
- 143.8. in violation of the provisions of the Statute of the Academy, academic ethics, legal acts regulating studies and other internal order.

144. Students shall be removed from the list of students or unclassified students of the Academy by the Rector's order, indicating the reasons for termination of studies.

145. Those excluded from the student lists must fulfil their financial obligations to the Academy, as stipulated in the learning agreement, and settle accounts with the Academy for dormitories, library funds, equipment provided by the Academy, musical instruments, etc.

146. Students may interrupt their studies without losing their student status for the following reasons:

- 146.1. sick leave on the recommendation of a physician or physician advisory board; pregnancy and childbirth, childcare; for personal reasons once a study period, but for a maximum period of one academic year, without losing a student status and the right to continue state-funded studies after the academic leave, if this was the form of studies before leaving for academic leave;
- 146.2. going abroad to study;
- 146.3. military duty.

147. The duration of the interruption of studies shall not exceed 1 (one) year. If a further break is necessary, it may be extended for a period not exceeding 1 (one) year. In the case of childcare, the period of study may be extended by the legal period, but not more than 3 (three) years.

148. Students wishing to interrupt studies for studies at a foreign higher education institution must submit a request to the faculty administrator addressed to the Rector of the Academy and an invitation to study by a foreign higher education institution no later than by the 25th of August. If the admission examinations are conducted in a foreign higher education institution in September, the said documents must be submitted by the students by the 15th of October.

149. The studies are interrupted by the Rector's order, specifying the reason and duration of such interruption. Applications regarding interruption of studies shall be accepted and registered by the administrators of the faculties.

150. During the period of a study break (according to Paragraph 146), the form of the student's funding for studies shall not be changed.

151. Students shall not have the right to attend courses, to take examinations and assessments during a study break.

152. A person wishing to resume his/her studies after the interruption must apply in writing to the Rector at least 10 (ten) days before the beginning of the study semester. During the semester, the student can only be returned to studies in exceptional cases.

153. At the end of the period of study breaks, the student must enrol for studies in accordance with the procedures laid down in these Regulations (see the section *Enrolment for studies, the fields of minor studies and optional subjects*).

154. Upon returning after a study break, the student shall continue his/her studies from the specific day of the semester on which the interruption of the studies was authorised.

155. Individuals whose studies in the Academy have been funded by the State and who have been expelled from the second to fourth course of the first cycle studies or the second course of the second cycle studies, may, at the latest within 5 (five) years from the date of exclusion, resume studies at the Academy and study at their own expense. The assessment of the learning outcomes of the speciality/main subject of the field of study of a returning individual shall be organised, if necessary, by departments.

156. If, after the renewal of studies at the Academy, there is no possibility of continuing the studies of the same study programme for whatsoever reason, a student may be admitted to another study programme of the same group of studies by signing a new learning agreement. In such a case, the former learning outcomes of the student who is changing the study programme (specialisation) shall be credited in accordance with *the Procedure of crediting learning outcomes at the Lithuanian Academy of Music and Theatre*. The elimination of accumulated academic differences shall be allowed within 1 (one) year after the renewal of studies.

157. Individuals who have been removed from the list of students in the first course of the first or second cycle of studies and intend to study again at the Academy are admitted under a common student admission procedure (see section IV *Admission of Students and Unclassified Students to the Academy* of these Regulations) by participating in the competition.

### **Partial studies**

158. Part-time studies are students' learning within the part of a study programme that provides knowledge and skills, which are assessed and certified by a certificate of appraisal. The learning outcomes of the partial studies shall be credited in accordance with the *Procedure of crediting learning outcomes at the Lithuanian Academy of Music and Theatre*.

159. Excellent students of the Academy may leave for partial studies or practical training in other Lithuanian or foreign higher education institutions or organisations under cooperation agreements and student exchange programs.

160. The student choosing partial studies in other higher education institutions with which cooperation agreements have not been concluded shall bear the full cost of part-time studies in another higher education institution.

161. Students of other Lithuanian and foreign higher education institutions may enter the Academy for partial studies under cooperation agreements with other higher education institutions or student exchange programs.

162. Students of other higher education institutions who have individually chosen partial studies at the Academy shall be awarded the contract of an unclassified student, under which the tuition fee must be paid, as determined by the Academy.

163. The participation of students in international exchange programs shall be coordinated by the *International Relations Office* of the Academy. Information on opportunities and conditions for participation in international exchange programmes shall be published on the website of the Academy.

164. The participation of students in the European Union *Erasmus+* mobility program is regulated in *the Procedure on organising Erasmus studies and practical training of the Lithuanian Academy of Music and Theatre*.

## VI. GRADUATION

165. A person who has fulfilled all the requirements of the selected study programme and defended the final thesis/project shall be considered a graduate of the Academy.

166. The defence of final theses/projects is allowed by the Rector's order to students who do not have academic debts and have fulfilled all the requirements of the study programme.

167. The final theses/projects shall be prepared, carried out, defended and evaluated in accordance with the *Procedure for the Assessment of Final Theses* approved by the Senate.

168. Students who have not defended their theses or have failed to defend them shall have the right to rewrite and defend their final theses within 3 (three) years after removal from the list of students, but not earlier than after 1 (one) year.

169. Individuals who wish to repeat the defence of their final theses must submit a request addressed to the Rector of the Academy to the dean of the faculty before the 1st April for regarding the defence of the final theses in line with the payment document proving the payment of the flat-rate contribution. Individuals who have not defended their final thesis due to disease or other objective reasons and who have submitted documentary evidence to that effect shall be exempted from the payment of the contribution.

170. Graduates who have successfully completed studies in the Academy shall be issued educational documents certifying completion of studies, the form and content of which shall be established by the Government of the Republic of Lithuania and the Ministry of Education and Science.

171. Graduates of the Academy who have completed:

171.1. The first cycle studies, are awarded a *bachelor's diploma* and *its supplement*;



171.2. The second cycle studies, are awarded a *master's diploma and its supplement*.

172. A duplicate shall be issued to graduates instead of the lost or damaged proof of education. If the template of the lost or damaged educational document is no longer used, a duplicate of the educational document in the form prescribed by the Academy shall be issued instead.

173. The graduate shall pay a flat-rate contribution for the issue of a duplicate of a lost, damaged proof of education.

174. Individuals who have completed professional study programmes shall be issued a *certificate of studies* in the form established by the Academy.

175. *Transcripts of records* shall be issued to unclassified students and students who have not completed their studies, indicating all subjects studied and passed, their volume in credit and assessments.

176. Before receiving educational documents, the graduate must settle accounts with the units of the Academy.

177. A graduate shall grant to Academy the right to use works of art and/or science created during studies and for the purposes of studies in accordance with the procedure established in the *learning agreement*.

## **VII. RIGHTS AND DUTIES OF STUDENTS AND UNCLASSIFIED STUDENTS**

178. Students of the Academy shall have the right to:

178.1. Study according to the selected study programme;

178.2. Study according to the procedure established by the Academy according to the individual study plan;

178.3. Study in more than one study programme or other study subjects at the Academy or in other higher education institutions;

178.4. Assess the quality of teaching and provision of studies;

178.5. Choose lecturers, provided that the same subject is taught by several lecturers;

178.6. Propose the theme for the final thesis (creative project) or choose one from a number of proposed themes;

178.7. Choose an alternative form of assessment for the work if they have a disability that prevents a regular way of assessment, and an alternative assessment method ensures that the established objectives are met;

178.8. Apply to the Academy's administration for crediting learning outcomes obtained at the Academy or another Lithuanian or foreign higher education institution;

178.9. Apply in writing to the Rector in respect of any violation of their rights or legitimate interests, who must, within 15 (fifteen) calendar days of receipt of the written request, examine the problem and inform the student in writing of the decision taken or authorise another person to do so. If the decision is not satisfactory or fails to reach a peaceful settlement, students may refer the case to the dispute settlement commission of students and the Academy (hereinafter referred to as the dispute settlement commission);

178.10. Terminate and renew studies in accordance with the procedure laid down in the Statutes and the Regulations of Studies of the Academy;

178.11. Interrupt studies in accordance with the procedure established in the Regulations of Studies of the Academy without losing the status of a student;

178.12. Free expression of their thoughts and views;

178.13. Participate in the management bodies of the Academy;

178.14. Elect the representative office of the students' union and be elected to its management bodies, to freely join other associations;

178.15. Use, in accordance with the procedure established by the Academy, classrooms, music instruments, other study equipment and tools during the studies;

178.16. File an appeal against the assessment of their knowledge and competence no later than the working day following an assessment or examination;

178.17. Receive a written reply to their written requests or complaints in cases not covered by sub item 9 hereof within 15 calendar days;

178.18. Receive grants in accordance with the procedure established in the *Regulations of Scholarships of the Lithuanian Academy of Music and Theatre*;

178.19. Receive loans in accordance with the procedure established by the Government for the payment of tuition fees and living expenses;

178.20. Retake a failed exam or assessment once free of charge in accordance with the procedure established by the Academy;

178.21. Exercise other rights established by laws, the Statute and other legal acts.

179. Students must:

179.1. Achieve the learning outcomes referred to in the study programme description;

179.2. Adhere to the norms of the Code of Academic Ethics and academic discipline;

179.3. Observe the Statute, the provisions of the Academy studies, internal rules, the Law on Science and Studies and other legal acts;

179.4. Implement decisions of the governing bodies of the Academy, the Rector, Vice Rector, Dean or Head of the Department;

179.5. Safeguard the property of the Academy and to indemnify it in case of material damage;

179.6. Repay the loans granted in the cases and according to the procedure established by legal acts;

179.7. Upon completion/termination of studies, settle accounts with the library and other departments of the Academy and the representation office of the students' union;

179.8. act honestly during studies and assessments.

180. The rights and obligations of unclassified students are defined in the appropriate agreements.

## **VIII. PROMOTION AND PENALTIES FOR STUDENTS**

181. The following incentives may be granted to students:

181.1. praise;

181.2. acknowledgement;

181.3. gift;

181.4. scholarship.

182. Praises, acknowledgements, gifts and scholarships are awarded by the Rector's order; the awards to students may also be made by the dean's ordinance of the faculty where the student studies.

183. The following disciplinary penalties may be imposed for violations of the study procedure established by the Academy and for failure to comply with the students' duties:

183.1. observation;

183.2. reprimand;

183.3. removal from The Academy.

184. Observations and reprimands are assigned and removals from the Academy are executed by the Rector's orders; observations and reprimands for students may also be addressed by the dean's ordinance of the faculty where the student studies.

## **IX. STUDENT ORGANISATIONS**

185. Students may establish art, science, sport, self-government and other non-political and non-profit organisations at the Academy.

186. The students' rights and legitimate interests in relation to their social situation, well-being and status shall be represented by the students' representation office.

187. In its activities, the students' representation office shall be guided by the Law on associations of the Republic of Lithuania and other legal acts, the Statute of the Academy and the Student Representation Statutes approved by the Student Representative Conference.

188. The students' representative office of the Academy shall have the right to:

188.1. express their views on all issues of concern to students;

188.2. receive information and explanations from the Academy and its departments on all issues of study;

188.3. request the Rector to reconsider the decisions taken by the managing bodies of the Academy and receive a written reply within 15 (fifteen) calendar days;

188.4. join associations or other unions in the manner prescribed by law;

188.5. participate in student international organisations;

188.6. attend and organise student events in the country;

188.7. exercise other statutory rights.

## **X. QUALITY ASSURANCE OF STUDIES**

189. The Academy shall be responsible for the quality of artistic and scientific activities, studies and other activities, shall make publicly available indicators of the quality of its activities and shall foster a culture of quality in cooperation with the evaluation institutions.

190. The quality of art, research activities and studies shall be ensured through the Academy's internal quality assurance system, external evaluation and accreditation of the Academy, its art, scientific activities, studies.

191. The quality assurance of the Academy's studies shall be based on the Standards and Guidelines for Quality Assurance in the European Higher Education. The quality assurance of science is based on the provisions of the European Research Area.

192. The Academy has an internal quality assurance system in place, and has policies and measures in place to ensure the quality of education, art, and research provided by the Academy.

193. The Academy publishes (quantitatively and qualitatively) accurate quantitative and qualitative information on study programmes, higher education qualifications, the views on study quality by students, graduates and other interested parties, results of the Academy's activities, study programme evaluation, the results of artistic, research and experimental development carried out at the expense of the State budget, in so far as this does not contravene the legal acts regulating the protection of intellectual property and commercial or state and official secrets.

## **XI. FINAL PROVISIONS**

194. These Regulations shall enter into force on the date of their approval.

195. In the cases not provided for in these Regulations, the Rector shall exceptionally have the right to make other decisions which are in compliance with legal acts and the Statute of the Academy.

