

STUDY REGULATIONS OF THE LITHUANIAN MARITIME ACADEMY

ARTICLE I GENERAL PROVISIONS

1. Study Regulations of the Lithuanian Maritime Academy regulate the procedure of the first cycle college studies, students' rights and duties, relations between administration, lecturers and students at the Lithuanian Maritime Academy (hereinafter - the LMA, Academy).

2. The Study Regulations were prepared in accordance with the Law on Higher Education and Research of the Republic of Lithuania, the Statutes of the LMA and other legal acts.

3. The key terms and definitions used in these Study Regulations:

3.1. **Graduate** means a person who has completed a study programme and has been granted a diploma attesting to a qualification of higher education.

3.2. **Academic Certificate or Study Certificate** means a certificate about the study subjects/course units attended by the student at a higher education institution issued at a student's request upon termination of studies at the LMA.

3.3. **Academic Debt** means insufficient grade (grades 1–4, failed practice report, failed independent student's work or assessment "failed" for undifferentiated credit) and/or failure to appear at the examination.

3.4. **Academic Difference** means a study subject included in the study programme of the Lithuanian Maritime Academy that has not been studied or studied within a narrower scope during the studies at another higher education institution and/or another study programme.

3.5. **College higher education** means education attained in higher education institutions of Lithuania after completion of programmes of college studies pursuant to which a higher education qualification is awarded, or education attained in foreign higher education and research institutions, and recognised as being of an equivalent level in accordance with the procedure laid down by legal acts.

3.6. **Diploma of higher education** means a document certifying a qualification of higher education acquired by a person.

3.7. **Qualification of higher education** means a qualification degree (professional bachelor's, bachelor's, master's), the doctor of science degree, the doctor of arts degree, as well as a qualification which is awarded by a higher education institution in accordance with the procedure laid down by legal acts.

3.8. **Thesis** means a final work that summarizes the study results, knowledge and skills required to obtain a higher education qualification. The specific requirements for the thesis are set out in the approved methodological guidelines. The thesis shall be defended at a public meeting of the qualification commission.

3.9. **The final qualifying examination** means a method of checking and assessing the student's professional competencies acquired while studying the study subjects (modules) for

obtaining a professional qualification. A Qualification Commission shall be formed for the implementation of the final qualifying examination.

3.10. **Repeat attendance of the study subject means** paid repeat studies of a study subject (module), the academic debt of which has not been liquidated by taking advantage of additional measures.

3.11. **Teacher** means a person who educates and teaches students and unclassified students in a higher education institution.

3.12. **Differentiated credit** means a method of scoring students' study results by assessing a student's knowledge and skills gained during the semester. The scoring takes place during the last lecture. The final evaluation is a summary evaluation of the intermediate tasks.

3.13. **Diploma** means a document certifying the acquired professional bachelor's qualification degree and/or qualification, issued to a person who has completed a study programme of college higher education.

3.14. **Diploma supplement** means a document corresponding to the model developed by the European Commission, the European Council and UNESCO/CEPES, supplementing the higher education diploma with the data necessary for international academic and professional recognition, describing the essence and content of the completed studies and the country's higher education system and issued together with the diploma in both the Lithuanian and English languages.

3.15. **Edina** means the LMA study administration system.

3.16. **Examination** means a method of assessment of students' study results by grades used for completing all or part of the study programme of a certain study subject (module).

3.17. **Exam Session** means a period of studies of study subjects (modules) during the semester that is finalised by an examination.

3.18. **Remote Electronic Assessment** means a type of assessment where the assessor, i.e. a teacher of the LMA, an instructor of the Seafarers' Training Centre and/or another authorised person participating in the collegial assessment, which usually are members of qualification commission or competence assessment commission, and the person assessed, i.e. a student and/or unclassified student of the LMA, are physically at a certain distance from one other and the assessment is carried out by means of information and communication technologies (ICT).

3.19. **Dispute Commission** means a commission dealing with disputes related to learning and study activities between students and the administration (director, deputy directors, senior accountant, departments, centres, heads of Study Department and other units) or other employees of the Lithuanian Maritime Academy.

3.20. **Individual Study Plan** means a list of study subjects (modules) of the study programme made and approved by the order of the LMA Director at a well-reasoned request of a student.

3.21. **Credit** means a differentiated or undifferentiated credit.

3.22. **Part-time studies** means a form of studies where the volume of one year of studies may be less than 45 study credits, but their total duration must not be more than one and a half times longer than the duration of full-time studies, where the full-time studies consist of 60 study credits.

3.23. **Department** means an academic unit, the main organiser and executor of studies and applied research activities.

3.24. Cumulative assessment means assessment of the level of achievement of the study results of the study subject (module), accumulated during the whole semester. The final grade consists of the sum of the evaluations of intermediate assignments and the exam grades, multiplied by the respective weighting coefficients given to them. If the interim assessments provided for in the description of the study subject have not been completed or have been given a negative assessment, then a student gets an academic debt of the respective study subject. The number, description and coefficients of the intermediate tasks in the final assessment are indicated in the description of the study subject and provided to the students at the beginning of the semester. The number of intermediate assignments per semester may not exceed the number of credits allocated to the study subject per semester.

3.25. **Unclassified student** means a person who studies according to non-formal education programmes or separate study subjects (modules).

3.26. **Contact Work** means teacher's work with students (lectures, practicums, seminars, laboratory works, exercises, consultations, work in an interactive virtual environment, etc.).

3.27. **Repeating of Courses** means repeat attendance of study subjects, courses, which are carried out according to the schedule drawn up by the Seafarers' Training Centre and the completion of which is formalised as a separate certificate of competence upon failing at the exam or credit of these subjects or failure to attend the lectures in accordance with the established schedule without any reasonable grounds. In this case, the students shall pay 50 percent of the total amount of fixed tuition fee for the courses.

3.28. **Module** means a part of the study programme consisting of several content-related subjects with a defined aim and focused on the development of specific abilities of the student; the minimum possible volume of the module is 10 credits.

3.29. **Paid Consultation** means a paid one-hour lecturer's consultation organised at the student's request for accounting for intermediate assignments and intermediate assignments not performed on time, for instance, practicums held for using electronic simulators and laboratory equipment of the Academy, writing tests, presentation and defending of individually prepared study papers and for other accounting for any intermediate tasks specified in the description of the study subject

3.30. **Scientist** means a researcher who has a scientific degree.

3.31. **Undifferentiated Credit** means a "Passed" or "Failed" method of assessment of students' study results used for assessing the student's knowledge and abilities acquired during the courses conducted at the Seafarers' Training Centre, the completion of which is formalised by a separate certificate of competence or by studying additional subjects. The minimum requirements for obtaining undifferentiated credit are provided in the description of the study subject. Assessment is assigned to a typical level of assessment of students' achievements (performance). Assessment of undifferentiated credit is not included in the calculation of the average of the study performance results.

3.32. **Full-time Courses** means the main form of studies, where studies are organised according to the study programmes awarding the degree at all levels. The usual volume of one year of full-time studies is 60 credits, but no less than 45 credits.

3.33. **Distance Studies** means studies where teaching and learning take place at different times in different places, and the use of information and communication technologies creates a learning environment and ensures the implementation of teaching/learning processes.

3.34. **Academic Work Hour** means teacher and student contact and non-contact work time and breaks (lectures, practicums, consultations), as well as teachers' non-contact work and breaks. The duration of an academic workhour is 60 minutes.

3.35. **Practice** means an integral part of studies for forming professional skills and helping to prepare for independent professional activities. Practice can be cognitive, educational and professional (internship). Depending on the type of practice, up to 1/3 of the volume of practice may be devoted for the student's independent work, such as acquaintance with ship's documents or work organisation, preparation of practice reports, completion of practice logbook and preparation for defending the practice report.

3.36. **Professional Qualification** means professional training acquired after completion of studies of first cycle (basic), special professional or integrated studies.

3.37. **Internship** means a period of gaining work experience on board ships by the students of Marine Navigation, Marine Power Plant Operation and Marine Electrical and Electronic Engineering study programmes documented by the order of the LMA Director. The duration of the said period may not be more than one year after the completion of the study programme.

3.38. **Trainee** means a graduate of Marine Navigation, Marine Power Plant Operation and Marine Electrical and Electronic Engineering study programmes, who has acquired at least 2/3 of the seagoing practice experience required for obtaining a certificate of competence and seeking to acquire the required remaining seagoing service on board within one year after the completion of the study programme.

3.39. **Student** means a person, who has entered into an agreement with a higher education institution and is studying according to the study programme.

3.40. **Students' Independent Work** means any student's activities performed according to the independent work task given by the lecturer (problem solving, writing laboratory and practice reports, writing papers and other paperwork), writing final theses, preparation for tests, exams and credits or tasks provided in the study programme (search for scientific and study literature, study of literature, preparation for lectures and practicums, etc.).

3.41. **Studies** means studying of a person, who has completed at least his secondary education, in a higher education institution according to a certain study programme.

3.42. **Study Subject (module)** means a unit of the study programme. Study subjects are compulsory and optional.

3.43. **Study credit** means a unit of the scope of studies, by which study results and student's working time are measured. 1600 hours of one academic year shall equal to 60 credits. One credit is equal to 25-30 student contact and independent work hours. One study credit is equal to one credit of the European Credit Transfer and Accumulation System (ECTS).

3.44. **Study programme** means a totality of the content, methods and material facilities of studies of a certain study field (fields), the academic and professional staff as well as the description of the said totality.

3.45. **Researcher** means a person having higher education, who develops knowledge, conceptualizes or creates new products, processes, methods and systems or directs projects of research and experimental (social, cultural) development.

ARTICLE II ADMISSION OF STUDENTS

4. The number of students planned to be admitted according to the study programmes and forms is approved by the Academic Council of the Academy.

5. Admission to the accredited study programmes of the Academy is carried out in accordance with the Rules for Admission of Students to the Lithuanian Maritime School approved by the order of the Director of the Academy.

6. Admission to the accredited study programmes of the Academy conducted in English and Russian is carried out in accordance with the procedure for admission of foreign students to the Lithuanian Maritime Academy.

7. Once the general procedure of admission of students is completed, additional admission of students to the remaining vacant study places not funded from the state budget may be organised.

8. An unclassified student willing to study individual study subjects (modules) is accepted upon filing an application (Form F-13-2) with the Director of the Academy.

9. The Academy shall sign a study contract in an approved form with every person invited to study or every unclassified student. A person is considered to be a student or unclassified student of the LMA after the signing of the study contract and the issue of the order of the Director of the Academy. The contract sets out the terms and conditions for concluding, entering into force, termination of the study contract between the LMA and a student, also for conducting studies at the Academy and the obligations of the parties.

ARTICLE III THE SYSTEM OF STUDIES

10. Studies at the LMA are carried out according to the first cycle study programmes awarding a professional bachelor's degree, which are organized in a full-time and part-time study form. Upon completion of study programmes of different study forms, the students acquire equivalent education.

11. Study programmes are prepared and implemented in accordance with the legal acts of the Republic of Lithuania, descriptions of the respective field of study, group of fields of study, international legal acts regulating the training of seafarers and other normative acts determining areas of professional activity, acquired professional qualifications, study results and study results' assessment methods.

12. The scope of the study programme is calculated by study credits. The scope of the first cycle college study programme consists of at least 180 credits, but not more than 240 credits.

13. The study programme, its content and implementation ensure that graduates achieve the aims and study outcomes provided for in the study programme and are awarded a professional bachelor's degree or a professional bachelor's degree and professional qualification.

ARTICLE IV ORGANISATION OF STUDIES

14. Studies at the LMA are organized according to the study plans, schedules of study processes, lecture and exam schedules and are conducted in contact and remote form.

15. Full-time studies offer the following types of schedule: full-time schedule, i.e. lectures take place during the day on working days; session schedule, i.e. lectures take place in periodic sessions, during which work is organised on weekdays and weekends from 8 a.m. to 8 p.m. The schedule of lectures in the full-time study form is made taking into account the safety and health requirements of students.

16. In case of part-time studies, lectures are organised according to session schedules, i.e. lectures take place in periodic sessions, during which work is organised on weekdays and weekends from 8 a.m. to 8 p.m., taking into account the possibilities to combine studies with other students' activities (employment, family responsibilities, etc.).

17. Studies consist of contact work, remote work, independent work and practice/internship. The scope of contact work, remote work, independent work and practice/internships is indicated in the study plan and descriptions of study subjects. The scope of contact work (including remote work) must be at least 20 percent, and with the direct participation of teachers and students (contact work) - at least 10 percent, the scope of student independent work must be at least 30 percent.

18. The language of instruction at the LMA is the Lithuanian language. Lectures can be given in foreign language, when:

18.1. the expected learning outcomes are related to a foreign language skills;

18.2. lectures are given or other academic activities are conducted by foreign lecturers;

18.3. foreign students attend studies of a certain study programme;

18.4. studies are implemented in accordance with joint study programmes with foreign higher education institutions.

19. A study programme is also implemented through modules (study subjects). A description of the study subject (module) includes: the title of the subject, the scope of subject in credits and hours (indicating the scope of contact, independent work and practice/internships in hours), the aims of the subject, the study outcomes of the study programme, the results of the study subject, interrelation between the study methods and assessment methods, students' achievement/performance assessment methods, required material resources and brief description thereof, the content of the study subject, the main and additional literature, authors of the description of the study subject (module), requirements for teachers.

20. The number of subjects studied per semester may not be more than 7.

21. Physical education is an additional subject assessed as a non-differentiated credit that is compulsory for 1st year students. It is organised in the form of an optional subject and is not included in the number of subjects studied per semester.

22. The training of junior commanders of the naval forces is additional training organised at the Naval Training Centre. The said training courses are not included in the number of subjects studied per semester.

23. The academic year begins on September 1st and ends on August 31st. The academic year consists of two semesters, i.e. autumn and spring semesters. The semesters of the study programme are numbered in sequence (first, second, third, etc.).

24. Flowcharts of the study process and schedules of lectures and examinations are drawn up for every academic year. They are approved by the LMA Director in coordination with the Deputy Director for Academic Activities. The duration of lectures, practices, exam sessions and holidays is indicated in the study process flowcharts. Study process flowcharts, lecture and exam schedules shall be made public.

25. Every semester is completed by holding an exam session.

26. A week of for student's independent studies and consultations may be organised and announced each semester.

27. Part-time students are given lecture and exam sessions in autumn and spring semesters, and the duration of the said sessions is determined by the study schedule approved by the LMA Director (Form F-22).

28. Part-time students, who meet the criteria of a well-performing/advanced student, have reached the established level of achievement and wish to study for a shorter period of time than provided in the study programme, may study more study subjects per year according to the individual study plan.

29. Students are required to attend all lectures, perform practical, laboratory work and other intermediate tasks provided in the description of the study subject (module) on time. Students, who have missed 30% or more of the total number of contact hours provided in the description of the study subject (module) or have not completed the intermediate tasks provided in the description of the study subject (module), may not be admitted to take a test or exam of the respective study subject. Attendance criteria can also affect the final assessment of the student's performance, if it is provided for in the description of the study subject (module).

ARTICLE V

ASSESSMENT OF STUDENTS' ACHIEVEMENTS AND PERFORMANCE RESULTS

30. The studies of the study subject (module) are completed with an examination or evaluation of the student's independent work (project) by assessing student's performance to conform to an excellent, normal or threshold level of achievement according to the procedure for assessment of students' achievements approved and publicly announced by the higher education institution.

31. The examination accounts for 30 to 60 percent of the total final assessment of the subject (module).

32. If the studies of a study subject (module) are completed with an examination, the examination shall be taken during the exam session, and if the studies are completed by a credit, the student's achievements are assessed during the last lecture.

33. To ensure active work of students throughout the study semester, their ability to apply theoretical knowledge in practice, objective assessment of study results, avoid plagiarism, cumulative assessment method is used for assessment of the study results of the study subject (module) (summary assessment consists of the sum of intermediate evaluations of tasks and the exam (if provided in the study plan) multiplied by the weighting coefficient determined for each category).

34. The number of intermediate tasks may not exceed the number of credits allocated to the study subject. The content of intermediate tasks, the number of intermediate tasks and the

weighting coefficient of the categories in the final assessment by grade are indicated in the description of the study subject.

35. During the first two weeks at the beginning of the semester, a teacher of the study subject shall fill in or update the description of the study subject in the Edina system, uploads intermediate tasks (components of cumulative assessment), determines the weight of their categories (percentage) and introduces the description of the study subject to students.

36. Student’s achievements can be assessed using individual (teacher of study subject) and collegial (commission) assessment by direct contact or electronic means of communication.

37. The system and procedure for assessing student achievement is based on the following principles:

37.1. validity (assessment must measure the level of achievement of study outcomes);

37.2. reliability (the assessment information and assessment results must be objective and independent of the change of the assessor);

37.3. clarity (assessment system must be informative, understandable for assessors and persons assessed);

37.4. usefulness (the assessment must be assessed positively by the persons assessed and contribute to the implementation of the objectives of the study program and the achievement of study outcomes);

37.5. impartiality (the assessment methods used in the assessment must be equally suitable for all the persons assessed).

38. The procedures used for the assessment of students’ achievements shall be based on clearly formulated criteria that allow for an appropriate and reliable reflection of the level of knowledge, abilities and practical skills that the student has achieved during the study period.

39. Students’ achievements are assessed with grades from 1 to 10 or “Passed”/“Failed”. Positive grades are 5 to 10 and “Passed”, and negative grades are 1 to 4 and “Failed” (see Table 1).

Table 1

Assessment of study achievements and description thereof

Assessment and short description of knowledge and skills	Detailed description of knowledge and understanding	Detailed description of skills
10 (excellent) Excellent, outstanding knowledge and skills. All the aims of the study subject have been achieved.	Excellent, outstanding, comprehensive knowledge and its application in solving complicated practical issues. Studied additional material independently. Excellent understanding and use of concepts, ability to analyse them in a broader context of the study subject. Original and independent thinking skills. Excellent analytical and evaluation skills, insight. Excellent preparation for further studies.	Excellent application of theoretical knowledge. Excellent performance of complicated non-standard tasks. Impeccable, exceptional performance quality. Excellent expression and presentation skills. Student understands well what he/she is doing and why.
9 (very good) Solid, sound knowledge and skills. At least 90 percent of the aims of the study subject have been achieved.	Solid, sound and comprehensive knowledge and its application in solving complicated practical problems. Studied additional material independently. Excellent understanding of the studied materials. Student can use the concepts properly. Original and independent thinking skills. Very good analytical, evaluation and synthesis skills. Very good preparation for further studies.	Very good application of theoretical knowledge. Performs complicated tasks easily. Very good performance quality. Very good expression and presentation skills. Student understands well what methods and techniques he/she is doing and why.

8 (good) Above average knowledge and skills. At least 80 percent of aims of the study subject have been achieved.	Above average knowledge and its application in solving practical issues. Student is familiar with the mandatory study materials. He/she can work independently with additional study materials. Understands concepts and principles, applies them properly. Student is able to argue well and to support his/her arguments with the facts. Good preparation for further studies.	Good application of theoretical knowledge. Performs moderately difficult and more difficult tasks correctly. Good performance quality. Good expression and presentation skills. Student knows what methods and techniques should be used.
7 (highly satisfactory) Average knowledge and skills, there are minor mistakes. At least 70 percent of aims of the study subject have been achieved.	Average knowledge, the student makes minor mistakes. Student can apply knowledge for solving practical issues. He/she is familiar with the main materials. Understands and uses concepts and applies principles. Several essential parts are integrated into a whole. Good enough reasoning skills. Sufficient preparation for further studies.	The knowledge is applied based on the examples provided. Good performance quality. Performs tasks of moderate complexity correctly. Sufficient expression and presentation skills.
6 (satisfactory) Knowledge and abilities (skills) are below average, there are mistakes. At least 60 percent of aims of the study subject have been achieved.	Knowledge is below average level, there are mistakes. Student can apply knowledge for solving simple practical issues. He/she is familiar with the main materials. Satisfactory understanding of concepts, student is able to describe the information obtained in his/her own words. When making analysis, focuses on several aspects, but cannot relate them. Satisfactory preparation for further studies.	The knowledge is applied based on the examples provided. Satisfactory performance quality. Can act based on analogy. Performs easy tasks correctly, but does not understand more complicated ones. Satisfactory expression and presentation skills.
5 (sufficient) Knowledge and abilities (skills) meet the minimum requirements. At least 50 percent of aims of the study subject have been achieved.	Knowledge meets the minimum requirements. Student can apply knowledge for solving simple practical issues. Simple use of learnt concepts, retelling of the text. The answer focuses on one aspect. Minimal preparation for further studies.	Minimum sufficient ability to solve issues according to provided examples. Can act based on analogy. Sufficient expression and presentation skills.
“Passed” Above average knowledge and skills. At least 80 percent of aims of the study subject have been achieved.	Above average knowledge and its application in solving practical issues. Student is familiar with the mandatory study materials. He/she can work independently with additional study materials. Understands concepts and principles, applies them properly. Student is able to argue well and to support his/her arguments with the facts. Good preparation for further studies.	Good application of theoretical knowledge. Performs moderately difficult and more difficult tasks correctly. Good performance quality. Good expression and presentation skills. Student knows what methods and techniques should be used.
4–1 (insufficient) Does not meet the minimum requirements. Less than 50 percent of aims of the study subject have been achieved.	Student’s knowledge does not meet the minimum requirements.	Abilities and skills do not meet the minimum requirements.
“Failed” Below average knowledge and skills. Less than 80 percent of aims of the study subject have been achieved.	Below average knowledge.	Below average abilities and skills.

40. The studies of each study subject (module) are completed by an examination, assessment of the student’s independent work (project), differentiated credit or non-differentiated credit.

41. Undifferentiated credit assessment method is applied for the assessment of students’ achievements in the following study subjects: Personal Survival Techniques, Fire Safety and Firefighting, Fundamentals of First Aid, Personal Safety and Social Responsibility (JRAB, A-

VI/1); Ensuring Ship Security (JRAB A-VI/6-2); Special Firefighting Techniques (JRAB A-VI/3); First Aid (JRAB A-VI/4); Work with Lifeboats and Life-rafts and Lifeboats (excluding high-speed lifeboats) (JRAB A-VI/2-1).

42. A student willing to take an exams / credit earlier than scheduled in the study schedule shall submit an application (Form F-39-1) and agree with the lecturer on the date, time and place of the assessment. The said assessment shall be organised free of charge. The teacher shall enter the assessment/grade of the examination/credit into the Edina system.

43. The schedule of examinations shall be made by indicating the study programme, students' group, study subject, lecturer and the date, time and place of the assessment. The schedule shall be approved by the Deputy Director for Academic Activities of the LMA.

44. Students, who do not have any academic debts and who have performed all the intermediate tasks provided in the descriptions of study subjects (modules), shall have the right to participate in the examination session.

45. Students are given at least two working days for preparation for the examination.

46. Teachers shall enter the examination assessments in the Edina system on the day of the examination, and the summary assessment shall be confirmed no later than within 5 working days after the end of the examination session.

47. Teachers shall enter the assessments of the credit in the assessment journal in the Edina system during the last lecture, and the assessments shall be confirmed no later than within 5 working days after the last lecture.

48. Assessment of the study subject (module):

48.1. When a study module is taught by several teachers, the final assessment shall be determined and the final assessment sheet (Form F-21) shall be filled in collectively or by a teacher appointed by the head of the department supervising a respective study programme. Usually a teacher, whose subject accounts for the biggest number of credits, or a teacher, who taught the last subject of the study module is appointed to enter the final assessments.

48.2. If a study subject is taught by two or more teachers, then the study subject is divided into classes in the Edina system. A teacher of every class shall enter interim tasks of the class and assign the weights of the categories. The summary assessment is made and entered in the assessment sheet (Form F-21) by one of the teachers, who has been appointed for this task. Teachers can indicate the topics (parts of the study subject), for which the student was given a negative assessment or no assessment in the comment column of the assessment journal.

49. At the end of the semester, the results of students' progress are analysed and summarised using the Edina system reporting tools and discussed in the departments and the directorate..

50. Student survey is conducted according to the LMA Quality Management System procedure "Stakeholder Relationship Management" at the end of the semester in attempt to find out students' opinion about the quality of the content and teaching of the study subjects (modules).

51. At the end of one academic year, the level of students' achievements is determined in accordance with the description of the procedure for determining the levels of students' achievements at the LMA during the assessment period and the description of the procedure for the loss and occupation of state-funded places.

52. After unclassified students account for individual study subjects (modules), they are issued with certificates prepared in the official language setting out assessments of the achievements of the studied study subjects (modules). Unclassified students, who have fulfilled

the requirements established in the study procedure of the LMA, have the right to continue studies in accordance with the study programme to obtain a qualification professional bachelor's degree.

ARTICLE VI
AKADEMIC DEBTS, ACADEMIC DIFFERENCES, EXTENSION OF EXAMINATION
SESSION, RECOGNITION OF STUDY RESULTS

53. A student, who fails at the examination, is entitled to take the same examination repeatedly once free of charge within 5 working days after the end of the exam session. A student, who has failed at the credit of the study subject, can account for one intermediate task once free of charge within 5 working days after the last study class of the subject, except for the exam/credit, where a collegial (commission) assessment is applied.

54. If a student has failed to account for a study subject during the main or repeat free accounting period, the teacher shall enter the received insufficient assessment or "N" (Not assessed) in the Edina system assessment journal (Form F-21). If the student's achievements were not assessed because he/she missed the lectures, the lecturer may record "XX percent of lectures missed". Once the teacher approved the journal of the study subject, students who did not receive any assessment for the study subject shall have an academic debt.

55. If a student fails to appear at the examination without any good reason, he/she shall have an academic debt and the marking "A" (Absent) shall be entered in the assessment journal (Form F-21). A student, who did not take an examination/credit without a justified reason shall lose the right to take this examination/credit free of charge.

56. During the semester and when liquidating the academic debts, except for the case provided for in the Clause 53, students shall account for the intermediate tasks of the study subject repeatedly during the paid consultations. A student shall agree on the number, date, time and place of the paid consultations with the teacher of the study subject, pay the set fee and inform the study specialist of the Department/Study Department about it by e-mail. The Department/Study Department shall issue a referral for a paid consultation (Form F-51) to the student. The number of paid consultations may not exceed the number of contact hours specified in the description of the study subject for practicums, for which laboratory equipment and/or simulators are required, and if laboratory equipment and/or simulators are not used - the number of credits of the study subject being accounted for.

57. Justified reasons for not attending the lectures or assessments of the study subject are the following:

57.1. Work on board a ship or business trip as evidenced by a copy of the seafarer's book or document issued by the company;

57.2. Illness or other medical condition for which a doctor's certificate may be issued (Form F094/a).

57.3. Important personal reasons, i.e. illness of close relatives, death of close relatives, difficult emotional/mental circumstances (in such a case students shall submit a certificate issued by a health care institution (concerning illness of close relative), psychological support service/psychologist).

57.4. Other personal reasons, i.e. becoming a victim of crime, loss of property (due to fire, theft, natural disaster); in such a case students shall submit an official certificate confirming the occurrence of the incident (issued by police or other competent authority).

57.5. Activities significant to the LMA, i.e. representation in national, international or LMA events related to studies, scientific or cultural activities or study quality assurance; participation in meetings and sittings of the LMA bodies, of which the student is a member or to which the student is delegated, or in other activities approved by the documents of the Academy. A certificate signed by the head of the relevant body of the Academy or the Student Representation stating the event and its date (and time, if necessary) shall be submitted to justify the absence, except for meetings of the Academy institutions, when the fact of participation in the meeting is indicated in the student's request.

57.6. *Force majeure*, i.e. events beyond the student's control that he/she could not control and reasonably foresee and could not prevent these circumstances or their consequences from occurring. *Force majeure* is construed as defined in the Civil Code of the Republic of Lithuania and other legal acts.

58. At the end of the examination session and the examination retaking week, schedules for liquidation of the academic debts shall be drawn up by the respective departments within a week and submitted to the students with academic debts.

59. The procedure of examinations/credits and liquidation of academic debts is described in the flowchart provided in Annex 1.

60. Students may be allowed to retake an examination/credit in attempt to improve their assessment/grade once after the end of the examination session upon payment of a fixed fee. Students may retake an examination/credit in attempt to improve their assessment/grade prior to the end of the studies. A student willing to retake an examination/credit shall file a request to the Director of the LMA. The Department/Study Department shall issue a Permit to Take Examination/Credit (Form F-49) to a student allowing him/her to retake the exam/credit.

61. A student who has improved the assessment of the examination/credit will participate in the determination of the levels of study achievements during the evaluation period and in the distribution of scholarships with the first evaluation of the examination/credit.

62. Deputy Director for Academic Activities may extend an examination session for not more than two months for a student, who did not participate in the examination session at the specified time for justified reasons (Clause 57) or did not attend at the examination upon coordination of the issue with the head of the Department/Study Department. In case of failure to pass the exam/credit, the student has the right to retake the exam/credit once free of charge, but not later than within 5 working days after the end of the extension of the session.

63. A student may study free of charge and in accordance with course schedule made by the Seafarers' Training Centre any courses that took place during the session at the Seafarers' Training Centre according to the established schedule of lectures and which the student missed for justified reasons (Clause 57) until the end of the current academic year. If the Seafarers' Training Centre of the Academy cannot organise the said courses within the current academic year, the studies of the respective study subject may be forwarded to the next academic year.

64. A student, who has missed without a justified reason the courses provided by the Seafarers' Training Centre for obtaining the first special certificate according to the study programme and held according to the established schedule of lectures, may be admitted to groups of students or unclassified students for a payment of 50% of the established course fee.

65. Students admitted to higher courses or students whose academic differences are due to the change of the study programme, study course or form of studies, upon returning after an

academic leave, shall liquidate any academic differences until the beginning of the next examination session, but not later than within an academic year. They shall pay the amount of fixed fee for taking credits to eliminate the academic differences.

66. Individual consultations are provided for preparation and accounting for any academic differences. The number of academic hours of consultations must not be less than the volume of the study subject in credits. Students who request additional consultations shall pay for them in accordance with the procedure established by the Academy.

67. Department/Study Department shall issue a referral for a paid consultation (Form F-51) specifying the number of the consultation hours to the students willing to eliminate the academic differences. The Department/Study Department shall issue a Permit to Take Examination/Credit (Form F-49) to a student allowing him/her to take the exam/credit.

68. If academic differences are not eliminated by the set term, they shall be considered academic debts. Students shall make a payment of a fixed fee for taking examinations/credits to liquidate any academic debts.

69. For students who have studied in foreign higher education institutions under ERASMUS + academic exchange or other programs, the study subjects taken shall be recognised/credited in accordance with the credit transfer procedure of the LMA. Academic differences that occur due to differences in the study programmes shall be eliminated by the students individually during the semester, but no later than before the beginning of the examination session.

70. LMA may recognise the study outcomes achieved by a student at the Lithuanian higher education institutions or higher education institutions of foreign countries or learning achievements acquired through non-formal, informal learning and self-education. Study outcomes are recognised in accordance with the credit transfer procedure of the LMA and the LMA description of the procedure for the assessment of learning achievements and recognition of competencies acquired through non-formal, informal learning and self-education.

ARTICLE VIII ORGANISATION OF PRACTICE

71. Practice is a part of a study programme, the aim of which is to provide the students with an opportunity to acquire professional skills and prepare for an independent professional career.

72. Practice is organized according to the plan of the study programme and the description of the specific practice. The aim and tasks of the practice are assigned taking into account the aim of the study programme and the expected outcomes of the study programme.

73. The Academy is responsible for organizing practice for students. The department supervising a respective study programme is responsible for the organisation of cognitive, educational, professional activity and final practice for all full-time and part-time students. The seagoing practice is organised with the participation of the Head of Career and Communication Department.

74. The company, institution or organisation, where the student shall have his/her practice, a student and the Academy enter into a tripartite practical training agreement, under which the student shall have practice provided for in the study programme. The sample contract form is approved by the Minister of Education, Science and Sport.

75. A student may have his/her practice without concluding a tripartite agreement, if his/her length of service in the company is not less than the duration of the practice provided for in the

study programme, and the company and the practice supervisor appointed by the company meet the requirements for the place of practice and the practice supervisor. The fact that the place of practice and the practice supervisor meet the established requirements shall be confirmed by the head of the department supervising the study programme after the student submits a copy of the employment contract.

76. The professional activity and final seagoing practice and internship of the Marine Navigation, Marine Power Plant Operation and Marine Electrical and Electronic Engineering study programmes shall be organised in accordance with the description of practice/internship and the seagoing practice guidelines. These documents define the procedure for organising practice/internship, set requirements for the student's preparation for practice and accounting for the practice, provide for support due the student during the practice, etc.

77. During the practice period, students shall fill in a practice logbook, where they shall specify the place of practice, supervisor of practice, task, progress and results of practice. For seagoing practice, students are provided with a Seagoing Practice Logbook prepared according to the requirements of the International Maritime Organisation.

78. The LMA helps the students to prepare for practice and find places for their practice, but does not guarantee any placements for practice/internship.

79. A student has a right to do a voluntary practice or internship that is not a part of the study programme.

ARTICLE IX COMPLETION OF STUDIES

80. The students complete the study programmes with the assessment of the study results. Available forms of assessment are: final qualifying examination and thesis or only thesis.

81. The final qualifying examination shall be organised and conducted in accordance with the description of the LMA procedure for the organisation and conduct of the final qualifying examinations approved by the Director of the Academy.

82. The academic advisor/supervisor appointed by the order of the LMA Director shall provide consultations on the preparation of the thesis, shall give tasks for the thesis and assess it.

83. A student has the right to propose a topic of the thesis or to choose from several proposed topics. Thesis shall be prepared according to the methodological guidelines approved by the department supervising the study programme and approved by the order of the LMA Director.

84. At least two weeks before the date set for defending the theses, a preparatory defence of the theses shall be organised in the department supervising the study programme. The defence of the theses shall take place at the meeting of the staff of the department. If during the said meeting a decision is made not to allow a student to defend his/her thesis before the Qualification Commission, the student shall be expelled from the LMA and is considered to have not completed a study programme.

85. A student, who failed at the final qualifying examination, is allowed to defend the thesis, if a decision is made at the meeting of the department to recommend him/her to defend the thesis in public. In such a case, after the defence of the thesis, the student is expelled from the Academy as having completed part of the study programme.

86. Permission to defend the thesis is granted to advanced students by the order of the LMA Director not later than 5 working days before the scheduled date for the defence of the theses, if a

decision is made at the meeting of the department that the students are recommended to defend the thesis in public.

87. A qualification commission (hereinafter – the Commission) consisting of at least 5 persons, i.e. competent specialists of the respective field of study - scientists, professional practitioners, social stakeholders – if formed in accordance with the requirements set out in the description of the study field every year for the assessment of the results of defence of the theses under the proposal of the head of the department and by the order of the LMA Director.

88. The following documents shall be provided for the meeting of the Commission: orders of the LMA Director on permission to defend the thesis and on formation of the Commission; the theses; assessments of the academic supervisors and reviewers; summary of the final grades (Form F-19), protocol of award of qualification degree (Form F-59-1).

89. A thesis shall be evaluated by a grade from 1 to 10 given by an academic supervisor of the thesis, the reviewer appointed by the order of the LMA Director and the Qualification Commission during the defence of the theses. Each assessment is given an appropriate weight in percentage.

90. The academic supervisor of the thesis shall enter the assessment given by the academic supervisor, and the head of the department supervising the study programme shall enter the assessment given by the reviewer into the Edina system not later than one day before the defence of the thesis.

91. Each member of the Commission evaluates each defended thesis individually. The final grade for the thesis shall be determined at the meeting of the Commission by consensus or vote of its members. In the event of a dispute, the final decision shall be taken by the chairman of the Commission. The assessment of the Qualification Commission shall be entered in the Edina system and the final assessment shall be generated by the system during or immediately after the meeting of the Commission.

92. The evaluation of the thesis shall be published immediately after the meeting of the Commission or later on the same day. The chairman of the Commission may, with the consent of the students, make the results of the evaluation of the thesis public. Students who do not agree to have their assessment results made public shall inform the chairman of the Commission about it and shall find the assessment results by logging into their personal account in the Edina system on the same day.

93. The decision of the Commission regarding the assessment shall be final. Any appeals against the assessment shall not be handled.

94. After the defence of the theses, all the notes, sheets and protocols shall be returned to the Head of the Study Department.

95. For students who are unable to defend the thesis on the specified day or who did not appear for the defence on time specified in the schedule due to important reasons, the defence of the thesis shall be postponed until the next meeting of the Qualification Commission at the student's request and by the order of the LMA Director.

96. Students, who have not prepared the thesis on time, have not presented the thesis at the meeting of the department, have not attended the defence of the thesis without a justified reason or have not defended the thesis, shall be expelled from the Academy. At the students' request, by order of the LMA Director, such students may be permitted to defend the thesis not earlier than in

5 months, but not later than in three years and upon making payment of a fixed fee for a repeat preparation and defence of the thesis.

97. If any academic dishonesty has been identified and formalised, a student shall not be allowed to defend the thesis and shall be expelled from the Academy.

ARTICLE X PROCEDURE FOR FILING APPEALS

98. Appeals can be filed in the following cases:

98.1. concerning the assessment of the session examinations (credits) and/or violation of the procedures of organisation of the examinations (credits) - not later than within 3 working days from the publication of the assessment results;

98.2. concerning violations of the procedure of holding final qualification examinations or the procedure for defending the theses - not later than within 1 working day after the publication of the assessment results.

99. The appeals shall be filed:

99.1. concerning the assessment of the session examinations (credits) and/or violation of the procedures of organisation of the examinations (credits) – with the head of the department supervising the study programme attended by the student;

99.2. concerning violations of the procedure of holding final qualification examinations or the procedure for defending the theses – with the LMA Director.

100. Once an appeal is received, Appeals Commission shall be formed no later than within 5 working days. The Appeals Commission shall consist of 3-5 members, at least one of whom shall be a student's representative.

ARTICLE XI PROCEDURE FOR GRANTING ACADEMIC LEAVE, TERMINATION AND RENEWAL OF STUDIES

101. Students can be granted an academic leave, the duration of which shall be up to one year, in the following cases:

101.1. in case of illness, upon recommendation of a doctor or doctors' commission, or in case of pregnancy and labour, childcare;

101.2. for childcare, until the child becomes three years of age;

101.3. for compulsory military service;

101.4. for personal reasons, but for a period no longer than one study year, without losing the status of a student and the right to continue studies in a state-funded study place after the academic leave, if the student held a state-funded place before taking an academic leave, except for the case specified in the Clause 104.

102. Academic leave in the case provided for in the sub-clause 101.4 (for personal reasons) are granted at the student's request filed with the Department/Study Department no later than during the first two months of the semester. A student studying in a not state-funded places must have paid the established tuition fee for the semester from which he or she is granted the academic leave.

103. A student, who has taken an academic leave later than indicated in the Clause 102, upon returning from the academic leave shall pay for the semester to which he/she returns a tuition fee set in the year of his/her admission.

104. Students who have not completed the first study semester may not be granted an academic leave, save for the cases provided in the Clauses 101.1, 101.2 and 101.3.

105. Academic leave for personal reasons may be granted only once during the entire study period.

106. If a student takes an academic leave for personal reasons in the last semester later than indicated in the Clause 102, he/she must pay the tuition fee set for the last semester in the year of admission regardless of the previous funding of studies prior to the granting of the academic leave.

107. Academic leave shall be formalised by an order of the LMA Director, where the reason for the interruption of studies and the duration of the academic leave shall be specified.

108. The type of funding of studies for students who return after the academic leave does not change, and the signed study contract shall remain valid. If the study plan of the study programme has changed during the academic leave, the students shall eliminate any academic differences of the programme no later than before the beginning of the examination session upon making payment of a fixed fee.

109. At the end of the academic leave, a student shall submit a request concerning the continuation of the studies to the LMA Director. The student's return from the academic leave shall be formalised by an order of the LMA Director, where any academic differences, their scope in credits, the fee due and the payment term thereof shall be specified.

110. Studies may be terminated in the following cases:

110.1. at the request of a student;

110.2. when a student may not continue studies for objective reasons (illness, death, etc.);

110.3. when a student is expelled from the LMA in cases listed in the Clause 111 of these Regulations.

111. A student may be expelled from the LMA by termination of the study contract unilaterally, if:

111.1. he/she has 3 academic debts at the end of the week granted for the retake of the exams and has not filed an application concerning permission to continue his/her studies with the LMA Director;

111.2. he/she has not liquidated the academic debt (s) within the set term, but not later than before the beginning of the next examination session;

111.3. in event of academic fraud (copying, plagiarism, etc.);

111.4. he/she fails to fulfil his/her obligations provided for in the study contract;

111.5. he/she fails to file a request concerning returning from the academic leave;

111.6. in case of gross violation of the Statute of the LMA, Regulations or internal rules;

111.7. he/she terminated a bipartite or tripartite practical training agreement without a justified reason;

111.8. he/she cannot continue the studies due to the enforcement of the court judgment.

112. Gross violation of the provisions of the Statute of the Academy or legal acts regulating the procedures of studies and internal rules shall be recognised as a substantial failure to perform the student's duties set forth in these legal acts.

113. Notification on student's expulsion from the Academy shall be sent to the e-mail address provided by the student and, if possible, to the e-mail address specified in the student study contract at least 5 working days prior to the date the order of the LMA Director concerning the said

expulsion comes into force. The LMA shall consider this method of notification to be appropriate for informing the student.

114. The expelled students may be admitted to continue studies at the LMA in accordance with the Rules for Student Admission to Study at the Lithuanian Maritime Academy approved by the order of the LMA Director.

ARTICLE XII THE RIGHTS AND OBLIGATIONS OF THE STUDENTS

115. LMA students shall have a right:

115.1. to study according to the chosen study programme, to change the form of study or the study programme;

115.2. to change the study programme in the same study field, if the student's studies are financed by the state in accordance with the procedure established by the Government of the Republic of Lithuania;

115.3. to study according to an individual study plan;

115.4. to study according to more than one study programme or other study subjects in the same or another higher school;

115.5. to choose the elective subjects provided for in the study programme;

115.6. to choose teachers if the same subject is taught by several teachers;

115.7. to obtain information related to studies;

115.8. to receive information on the requirements for the study subject (module) and the procedure for assessment of student achievements upon commencement of the studies of the subject;

115.9. to get an objective assessment of the achievements of the study programme and the learning outcomes;

115.10. to get free and additional paid consultations on study subjects;

115.11. to suggest the topic of his/her thesis or to choose from several suggested topics;

115.12. to account for the study assignments and tasks by alternative methods, if he/she has any disability preventing him/her from accounting by the usual methods; the alternative accounting methods shall ensure efficient achievement of the study outcomes;

115.13. to apply to the Department/Study Department for recognition of the study outcomes obtained at the same or another higher education school;

115.14. to take an academic leave due to illness, on the recommendation of a doctor or doctors' advisory commission, or due to pregnancy and childbirth, childcare, as well as for personal reasons only once during the entire study period, in which case the academic leave may not be longer than one study year, without losing student status and the right to continue studies at a state-funded place after academic leave, if the student studied there before taking the academic leave;

115.15. to terminate and resume studies in accordance with the procedure established by the Academy;

115.16. to use the auditoriums, library, laboratories, other study equipment and facilities of the LMA during the studies;

115.17. to evaluate the quality of the teaching of studied subjects and the provision of the studies;

115.18. to participate selectively in the training of commanders of junior officers of the Naval Forces and to obtain a military degree, if they are citizens of the Republic of Lithuania and study according to full-time study programme;

115.19. to enter into agreements with future employers, receive scholarship paid by them;

115.20. to negotiate on the place of practice on his/her own initiative/independently;

115.21. to participate in/be a member of the management bodies of the LMA;

115.22. to elect a student representation and be elected to it, to join other associations freely;

115.23. to apply to the administration of the Academy, the Disputes Commission regarding the violation of their interests;

115.24. to exercise other rights established by laws, the Statute of the Academy and other legal acts.

116. The obligations of the LMA students:

116.1. to strive for the achievement of the results provided in the descriptions of the study programme and study subjects;

116.2. to comply with the laws of the Republic of Lithuania, the Law on Higher Education and Research of the Republic of Lithuania, the Statute of the Academy, the Code of Academic Ethics of the Academy, the Study Regulations of the Academy, the Internal Rules of the LMA Dormitory and other documents of the Academy;

116.3. to fulfil the obligations provided in the agreements signed with the LMA;

116.4. to comply with the reasonable requirements of the teachers of the LMA, decisions of the LMA self-government institutions and orders of the LMA Director;

116.5. students of the LMA Marine Navigation, Marine Power Plant Operation and Marine Electrical and Electronic Engineering part-time study programmes shall wear marine clothing in the academic environment in accordance with the Rules for Wearing Marine Clothing; students of other study programmes shall comply with requirements for business dress code;

116.6. to follow the official information of the LMA placed on notice boards, on the Academy's website, sent to the e-mail address provided by the Academy, in the account in the Edina system, or in the distance learning environment of the Academy;

116.7. to use the e-mail provided by the Academy to student, the accounts of the LMA network and the Edina system in accordance with the rules established by the Academy;

116.8. not to dispose of or use any narcotic or psychotropic substances and not to smoke tobacco products and electronic cigarettes on the premises and territory of the Academy.

ARTICLE XIII TUITION FEES

117. The tuition fee shall be approved by the Academic Council each study year according to the study programmes and study forms.

118. The amounts of tuition fees not directly related to the implementation of study programmes shall be approved by the LMA Director.

119. The tuition fees paid by students shall be administered in accordance with the Description of the Procedure for Establishing and Payment of Student Tuition Fees and Additional

Payments for Services Related to Studies and Additional Services Not Directly Related to the Implementation of the Study Programme.

120. Students who have lost their entitlement to state funding shall pay the tuition fee set by the Academy in the year of admission, and their state-funded place shall be taken by the best student studying in a non-state-funded place.

121. Students are entitled to reimbursement of the total amount actually paid for studies or a part thereof not exceeding the standard tuition fee. Reimbursement of the total amount actually paid for studies or a part thereof shall be carried out in accordance with the Description of the Procedure for the Administration of Reimbursement of the Amount Paid for the Studies at the Lithuanian Maritime Academy.

ARTICLE XIV STUDENT INCENTIVES, SUPPORT AND PENALTIES

122. Full-time and part-time students may receive state-supported loans in accordance with the procedure established by the Government of the Republic of Lithuania: for the payment of the tuition fee; for the payment of living expenses; for partial studies under international (interdepartmental) agreements.

123. The procedure for the state support for studies abroad is established by the Government of the Republic of Lithuania.

124. Advanced full-time students may be granted incentive scholarships for one semester and bonuses based on the results of the previous session in accordance with the LMA Regulations for Granting Scholarships.

125. Full-time and part-time students can be granted social scholarships in accordance with the procedure established by the Government of the Republic of Lithuania.

126. The procedure for awarding scholarships established from the private funds and sponsors and other grants awarded from the state budget is regulated by the regulations or agreements on the award of nominal scholarships.

127. Students can be awarded with letters of acknowledgment and other incentives for their initiative and active participation in academic and other activities of the LMA.

128. The following disciplinary penalties may be imposed on students by the order of the LMA Director for non-performance of their duties not later than within one month from the identification of the misconduct: warning; reprimand; strict rebuke; expulsion from the Academy by unilateral termination of the study contract.

129. A student who does not agree with the imposition of a penalty has the right to file a complaint with the Dispute Commission. The work of the Dispute Commission shall be regulated by the Rules of Procedure of the LMA Dispute Commission.

ARTICLE XV PROCEDURE FOR ISSUE OF DIPLOMAS

130. In accordance with the rules for the preparation and issue of the LMA diplomas, diploma supplements, other academic documents and their duplicates approved by the LMA Director, students who have completed the entire study programme shall be issued a higher education diploma and a diploma supplement certifying that a student has completed studies at the Lithuanian Maritime Academy.

131. The Diploma with Honours (*Cum Laude*) shall be awarded to a student whose final grades in all modules (subjects) are at least “good” and their weighted average is at least “very good” and whose thesis and/or final examination is assessed as “very good” or “excellent”.

132. Students who have not completed the entire study programme may be issued a study certificate or an academic certificate (Form F-29) specifying the subjects studied, their scope in credits and assessment in accordance with the established procedure.

133. Upon termination of studies, a student shall settle accounts with the Academy and submit a receipt (Form F-32, F-32-1) to the Department/Study Department prior to the issue of the study certificate. A final year student must have settled accounts with the Academy by the date of award of the LMA diplomas, i.e. an electronic receipt form (Form F-32-2) of student group shall be completed by the responsible persons of the LMA departments.

ARTICLE XVI APPROVAL AND VALIDITY OF THE STUDY REGULATIONS

134. The Study Regulations and their amendments shall be approved by the order of the LMA Director with the approval of the Academic Council of the Lithuanian Maritime Academy.

135. These Study Regulations shall come into force from the date of approval thereof by the order of the LMA Director.

Academic Accounting and Debt Liquidation Flowchart

