



Welcome Week 2019

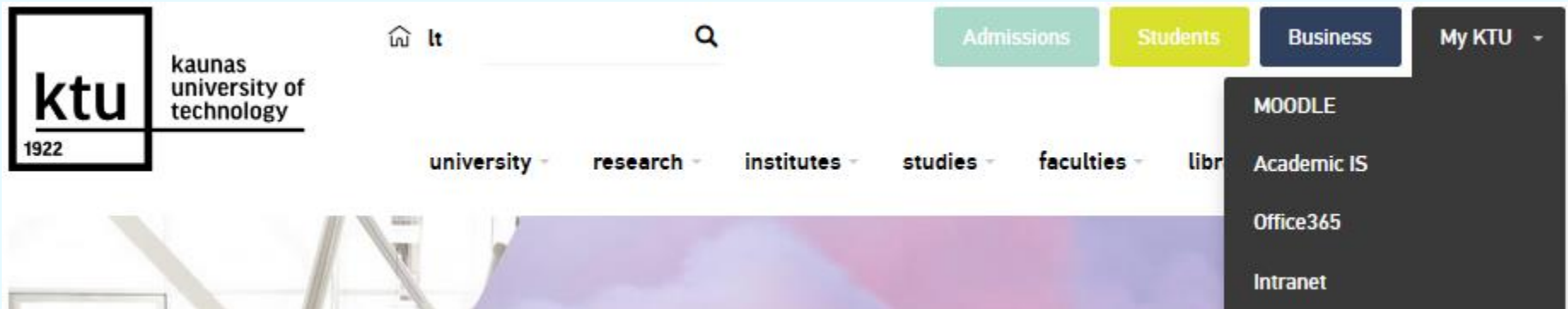
Study Regulations

Sandra Kavalevskytė,
Head of Study Processes Office

General rules



- **KTU webpage:** <https://en.ktu.edu/>.



- **Registration to KTU IT services:**
<https://registracija.ktu.lt/> > Registration.
The same login is used in all IT services.
- Only **KTU e-mail** is used in all inner communication:
 - students' email name.surname@**ktu.edu**;
 - teachers' email name.surname@**ktu.lt**.
- Information is provided via Students' intranet, Academic IS, Moodle, Email.

Intranet (live.ktu.lt)



Hello,

Here you can find all information related to your studies at KTU.

[KTU](#) [AIS](#) [MOODLE](#) [Email](#) [IT services](#)

Studies

- Documents
- Academic calendar

Financial support

- Documents
- Scholarship contests and results

Have any question?

Student information centre

Studentu str. 50-168, Kaunas
Phone +370 (37) 300 327
Mobile +370 (614) 20055
e. mail: klausk@ktu.lt

Exchange

- Erasmus+ traineeship places

Doctoral (PhD) Studies

- Information

Request form

Dormitories documents

Documents for final projects

KTU templates

IT services



Students' intranet: news, faculty information, documents, application forms, etc.

Academic IS: individual study plan, grades, course timetable, registration to courses/exams, transcripts of records, announcements, competitions, tuition fee invoices, Mentorship programme, etc.

Library: databases, books, journals, etc.

Moodle: study materials placed by teachers (slides, tasks, deadlines, etc.), teachers – students communication.

Email: information related to the process of studies will be sent only to a student's KTU e-mail.

Academic calendar



Autumn semester	Spring semester
1 September – 31 January	1 February – 30 June

Study weeks: odd (1) and even (2)



Semester lasts for 20 weeks: 16 weeks – classes, 4 weeks – exam session.

Annual academic calendar: <https://en.ktu.edu/> >> Studies >> **Academic calendar**

Individual study plan



Individual study plan is composed of:

- compulsory courses,
- alternative courses,
- optional courses.

1. Confirm your study plan with KTU international coordinator **till 15 February.**
2. Register to courses in KTU AIS **till 24 February.**

Degree students follow general curriculum of the study programme, but they can choose optional courses: foreign language courses, etc.

Exchange students make their study plans together with their sending institution and confirm it with international coordinator at KTU.

Exceeding 30 ECTS credits per semester, tuition fee is calculated on the amount of credits.

University grading system



Grades have the following point values and meaning:

- 5 and above is a passing grade,
- 4 and lower is a failing grade.

Pass / fail system	KTU grade*	Definition
Pass	10 (excellent)	excellent performance, outstanding knowledge and skills
	9 (very good)	strong performance, good knowledge and skills
	8 (good)	above the average performance, knowledge and skills
	7 (highly satisfactory)	average performance, knowledge and skills
	6 (satisfactory)	below performance, knowledge and skills with unessential shortcomings
	5 (sufficient)	knowledge and skills meet minimum criteria
Fail	4, 3, 2, 1 (insufficient)	knowledge and skills do not meet minimum criteria / below minimum criteria

Course assessment forms



At the first lecture, the lecturer of a module will provide you with a detailed programme for the course and all its assignments.

University applies a cumulative system for the evaluation of study results. Final grade consists of intermediate assessments during semester (e.g. mid-term exam, laboratory works, presentations, course paper) and final assessment (e.g. exam, project).

Components	Hrs.	%	Weeks																	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17-20	
Problem-solving task	14	25	*					0												
Mid-term examination	30	20	*							0										
Laboratory works	12	25	*						0			0			0				0	
Written examination	24	30	*																	0
Total:	80	100																		

Failing to pass all intermediate assessments of the course, you are not allowed to take the final assessment.

Examinations



- Every module is concluded with written, oral or combined examination.
- Student is only allowed to take an examination if s/he passed all semester's intermediate assessments.
- Registration to exams starts one month till the beginning of the exam period and is available no longer than one day till the exam date.
- Student must bring his/her ID card to examination.
- Student who is unable to take an examination because of illness or other valid reason may apply to Faculty Dean for taking exams at different times during the session or for extending examination session (for one month in the next semester).
- Student must inform Faculty international coordinator on first day of illness and present doctor's statement upon return to classes.

Course timetable



You can find your course timetable in Academic IS.

Timetable is seen after registration to courses which is active till **24 February**.

No.	Class	Time	Break
I	First	9.00-10.30	30 min.
II	Second	11.00-12.30	1 h
III	Third	13.30-15.00	30 min.
IV	Fourth	15.30-17.00	30 min.
V	Fifth	17.30-19.00	15 min.
VI	Sixth	19.15-20.45	

Attendance



Attendance at KTU is obligatory:

- attending laboratory works is mandatory to all;
- attending other types of classes (lectures, workshops, consultations, etc.) is mandatory according to the requirements set by the teacher.

Attendance requirements are outlined in the module description in Academic IS.

Failing to come to an assessment with no valid reason will lead to not being able to retake it.

If you get ill or have an accident, inform your Faculty international coordinator immediately.

When you return to classes, in 3 working days bring the documents proving your illness from your medical care centre.

Tuition fees



When studying in self-financed study place you have to regularly and until the deadline written in your learning agreement **pay the tuition fee.**

Tuition fees are charged for:

- studying in self-financed study place;
- retaking the failed course;
- retaking the assessment (intermediate or final) for the second time;
- taking extra courses that exceed the credits of the study programme.

Academic integrity



Honesty is the foundation of good academic work.

Students sign (confirm) declaration of academic integrity in Academic IS which means they comply with academic discipline, University internal procedures, perform tasks individually and honestly.

Violations of academic integrity (e.g., plagiarism, cheating, forgery, copying, submission of the written work prepared by a different person or its results as their own, etc.) will lead to:

- academic penalties (warning, reprimand or strict reprimand) and failure of a course;
- termination of the studies.

Study quality



Student voice – the most important of all.

In order to ensure high study quality and student satisfaction, University organises questionnaires and round-table meetings, then provides feedback for students.

Head of study programme is responsible for the programme quality.



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