

Hello, fresher!

Welcome Week 2019





**Welcome to
Lithuania,
Kaunas,
KTU**



Location

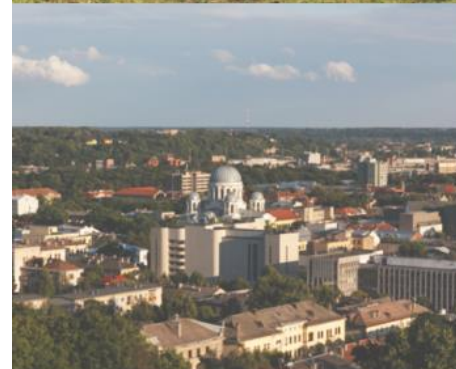
In relation to Europe

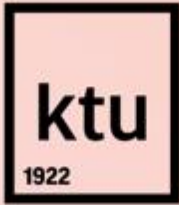


In relation to Lithuania



- Kaunas is the most student-like city in Lithuania
- Every 7th inhabitant studies at university
- Art deco city: Unesco architecture heritage
- Cultural capital of Europe 2022





Kaunas University of Technology





University

- Established in 1922
- Among 2,7% of top universities of the worldide
(QS World University Rankings 2017/2018)
- 10% international students



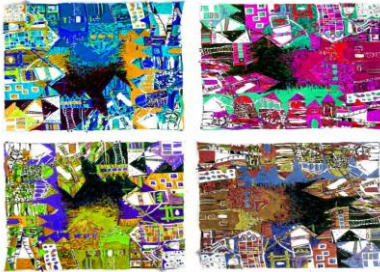
8 research
institutes

2 valleys

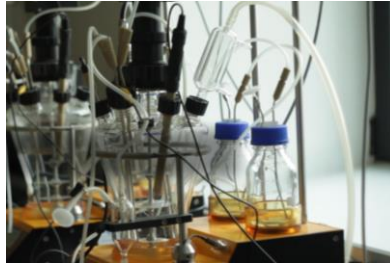
4 campuses
in 3 cities

9 faculties

Study areas



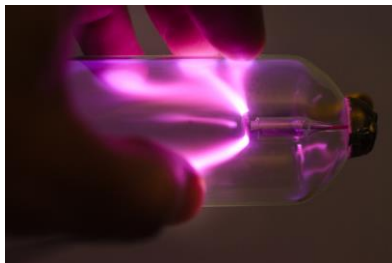
Arts



Biomedicine



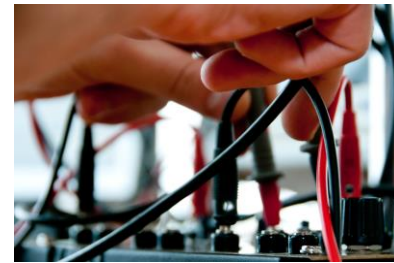
Humanities



**Physical
sciences**



Social sciences



Technologies



Campus

- 8 faculties, 8 research institutes
- Green hill and Centre campuses
- Bilingual
- Shopping centers within 10 minutes walk





KTU community

Number of students:

9,038

7,311 undergraduates

2,190 Master students

317 PhD students

903 international students

Alumni:

~130,000

Academic Staff:

~1,000



Department for Internationalisation

International Studies Office

Kamilė

Enrolment Manager

Roman

Enrolment Manager

Silvija

International Students Manager

Audronė

Head of the Office

Gabrielė Viktoria

Exchange Programmes Manager

Ieva

Projects Coordinator



Faculties



faculty of chemical
technology



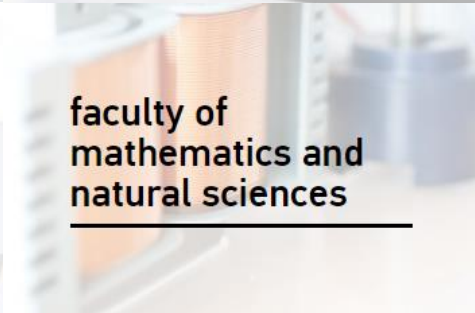
faculty of
informatics



faculty of social
sciences, arts and
humanities



faculty of civil
engineering and
architecture



faculty of
mathematics and
natural sciences



school of
economics and
business



faculty of electrical
and electronics
engineering



faculty of
mechanical
engineering and
design



panevėžys faculty
of technologies and
business



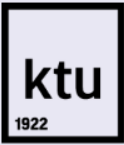
Your contract with KTU





**You commit
and agree...**





You commit and agree...

- Study and be interested
- Be responsible for your actions and decisions
- Be academically honest – no cheating
- Respect professors, your colleagues and yourself
- Follow rules of KTU
- Keep informed and inform



**Your rights
are...**





Your rights are to...

- Study and use facilities offered by KTU
- Learn languages and personal modules
- Receive scholarships
- Use exchange programmes and perform internships
- Get academic and career planning training
- Use personal tutoring and mentorship programme
- Take part in sports and creative activities
- Get various discounts with student ID



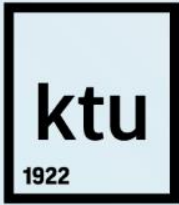
**You follow
duties to...**





You follow duties to...

- Observe academic calendar
- Be on time with submission of your tasks
- Check information on the Academic Information System (AIS)
- Use KTU email box
- Carry out tasks given during classes and lectures
- Keep in touch with international coordinators at your faculties



Academic opportunities



General rules



Studies are based on respect and collaboration.



Only KTU e-mail is used in inner communication: for students - name.surname@ktu.edu; for teachers - name.surname@ktu.lt.

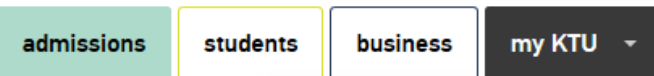
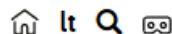


Information is provided via email, Moodle, AIS, Students' intranet Office 365.



Registration to IT services: <https://registracija.ktu.lt/>. The same login is used for all IT services.

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



services finance accommodation emotional and physical

MOODLE

academic IS

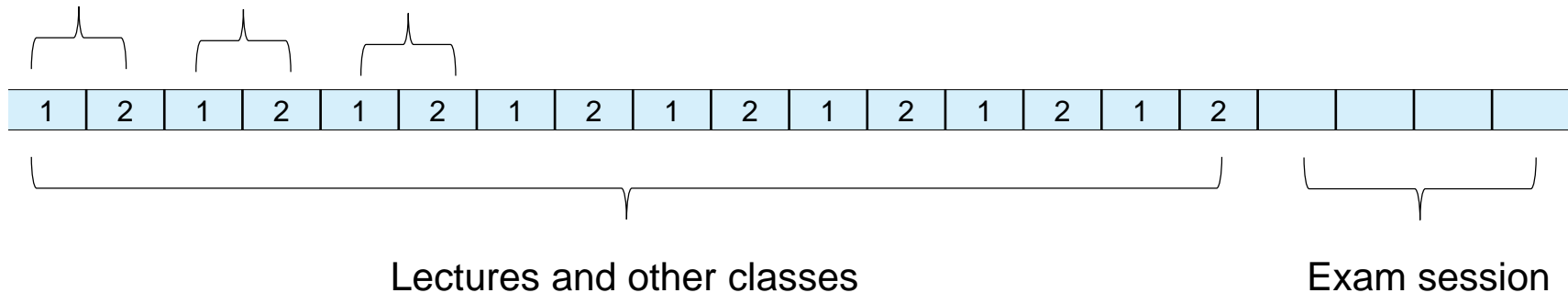
Office365

intranet

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 6 September.**
2. Register to courses in KTU AIS **till 15 September.**

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.



Class timetable

	from	to
0	7:45	8:45
I	9:00	10:30
II	11:00	12:30
III	13:30	15:00
IV	15:30	17:00
V	17:30	19:00
VI	19:15	20:45



Attendance

Attendance at KTU is **obligatory**:

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

If you get ill or fall into an accident, **inform** your faculty international coordinator immediately.



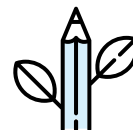
Bring the documents proving your absence from medical care centre or other upon your return to classes.

If you fail to attend classes, the teacher will **inform** faculty administration and you will be invited to talk to faculty vice-dean for studies.

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

Academic penalties are also imposed.

If you receive 2 penalties, you **can be expelled** from KTU.



Course assessment

- At the first class the teacher will provide you with a detailed programme of 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																	

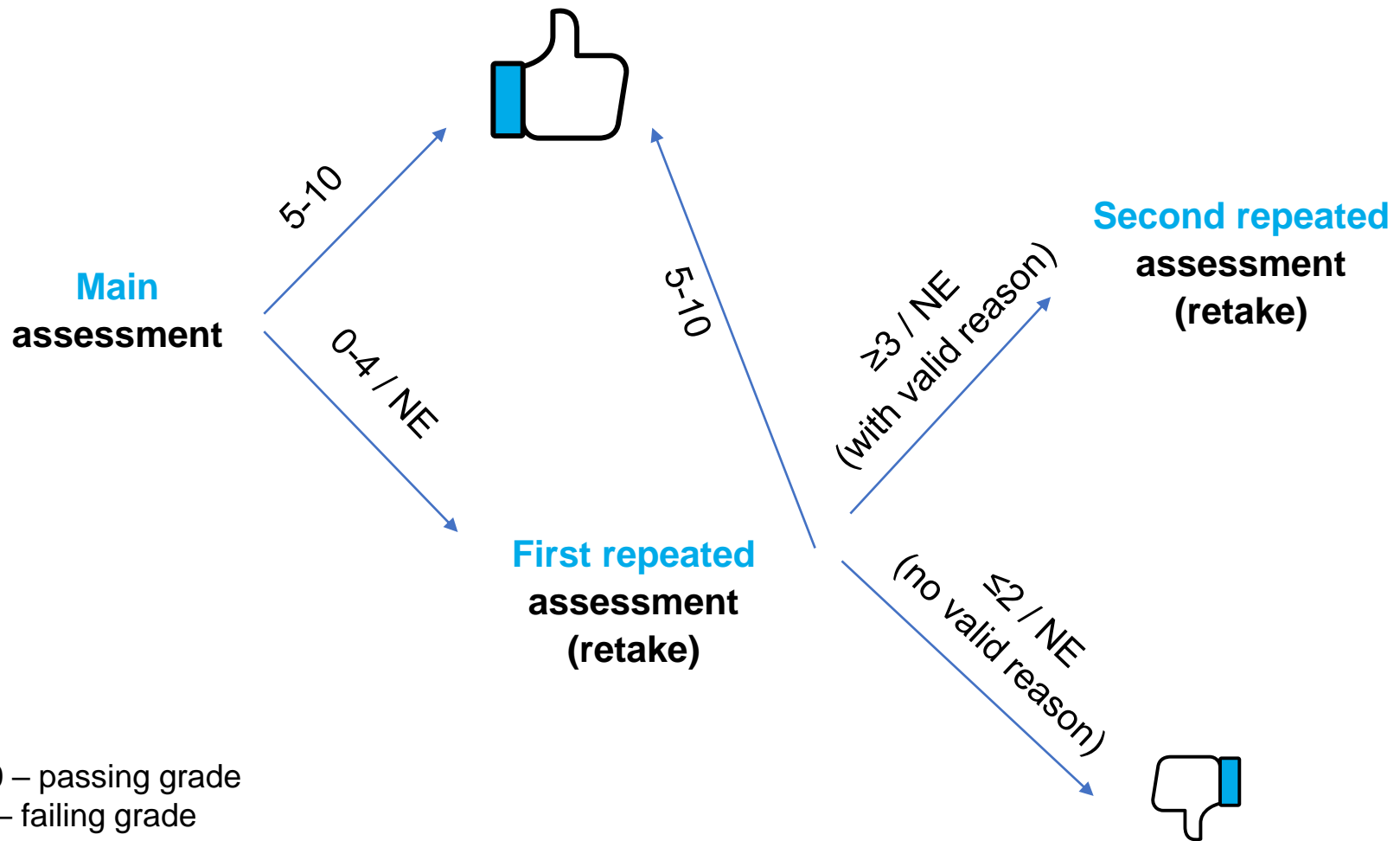
- Failing to pass all intermediate assessments of the course, you are not allowed to take the final assessment.

University grading system

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

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

Assessments



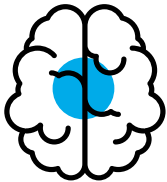
5-10 – passing grade
0-4 – failing grade
NE – not attended



Examinations

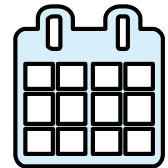
Every course is concluded with **written**, **oral** or **combined** exam.

You must bring your **ID card** to exam.



It is only allowed to take an exam if a student passes **all intermediate assessments** of the course.

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.





Tutors

Need help with the course?

The tutor can help you improve your academic skills (prepare written assignments, prepare and make presentations, analyse data, etc.).



gift^{ed}

More

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



Tuition fees



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

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.

Virtual platforms for studies

AIS

Academic information system

in which you will find:

- individual study plan;
- registration to courses/exams;
- your and teachers' course timetables;
- grades;
- transcripts of records;
- tuition fee invoices;
- learning agreements and faculty dean's orders;
- mentorship programme;
- academic and scholarship competitions;
- announcements, etc.

OFFICE 365

Document storage system

in which you will find:

- study regulations;
- application forms;
- information regarding academic and scholarship competitions;
- international mobility opportunities;
- faculty news;
- FAQ, etc.

LIBRARY: databases, books, journals, etc.

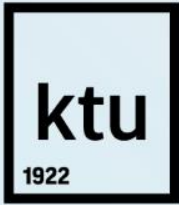
MOODLE

Virtual learning environment

in which you will find:

- study materials placed by teachers (slides, tasks, deadlines, etc.);
- distant assessments;
- uploading of assignments;
- teachers – students communication, etc.

The same login is used for all virtual platforms



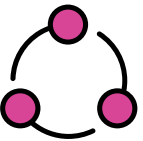
Student feedback



Surveys



In order to ensure **high quality of studies and student satisfaction**, University organises surveys that seek student feedback.



Feedback is collected via online surveys and roundtables each semester, student voice survey once a year, and focus groups.



Students' feedback and recommendations are included into the **study quality improvement process**.

Appeals and complaints



You have a right **to appeal** when a university employee allegedly violated academic ethics, procedures and/or made technical errors while making **a written decision** regarding your studies.



You have a right **to make a complaint** when the actions or omissions of a university employee or other student allegedly caused the violations of your rights in: quality assurance in studies; compliance with processes and procedures of the organisation of studies; compliance with academic integrity; quality assurance of additional services (allocation of financial support, accommodation, leisure activities, etc.); ect.



Appeals and complaint must be submitted **in writing** (on the university form) to Student Information and Services Centre.

Dormitories





Dormitories of KTU

- Kaunas University of Technology for its students offers 12 dormitories located in KTU campus.
- International students are mostly accommodating in dormitories: 5th, 8th and 10th.



Internal Dormitory Rules

Dormitory – is students community home where everyone should follow internal rules and respect each other.

- Do not smoke;
- Do not drink alcohol;
- Produce dormitory pass to the receptionist;
- Do not noise after 22:00;
- Pay the dormitory fee in time;
- Do not harass dormitory employees or residence;
- Keep the requirements of fire safety;
- Deny entry for unregistered guests;
- Do not move to a different room at one's own discretion;
- Do not relocate inventory without permission;
- Keep your room and other areas of the dormitory clean;
- Do not keep pets in the dormitory;
- Follow other rules of the dormitory.



Changing the dormitory

Room or dormitory can be changed only at first day of each month

- You can make a reservation for relocation by using online **Dormitory reservation system** – select **RESERVATION** on above menu of our website dormitory.ktu.edu.
- If there is no vacancy according Your criteria – You can register a request in the waiting list on the **Dormitory reservation system**.

Detailed information about relocation proccess – [on our website!](#)



Residence fee

Dormitory accommodation fee shall be paid before 25th day of current month

How to find a payment information?

Login to KTU Academic System → Outstanding payments → All type of payment

Residence fee can be paid:

- By cash in „Paypost“ offices;
- Online from your bank account;
- By bank card using direct link on your AIS.



What to do if..?

- Something is broken or not working properly;
- I have a problem with the internet;
- How to use self-service laundry;
- I need to change my beddings;
- Need to absence from the dormitory for a longer period.

Dormitory administrator will help you!



Moving out

In order to move out:

- Get “moving out” card from your dormitory administrator;
- Come to Dormitory group office and fill all the necessary forms;
- Pay outstanding residence fee;
- Let the dormitory administrator to inspect the room before your leaving;
- Return the key;
- Return the entrance card.



Deposit payment

Before moving out of the dormitory you should consider about your deposit payment:

- It can be transferred to your bank account (bank acting in Lithuania only);
- It can be used to cover your last month payment*.

****A one-off final cleaning fee (20 EUR) is applied if the deposit is refunded until the date of the moving out or the accommodation fee for the last month is covered using the advance payment.***

All residents who move out of a dormitory before the 15th day of the month pay half of monthly residence fee.



We are here to help you

DORMITORY GROUP

Address: Gričiupio g. 13,
Kaunas
Dormitory 10, ground floor

<https://dormitory.ktu.edu/>

dormitory@ktu.lt

tel. no. +37069673277

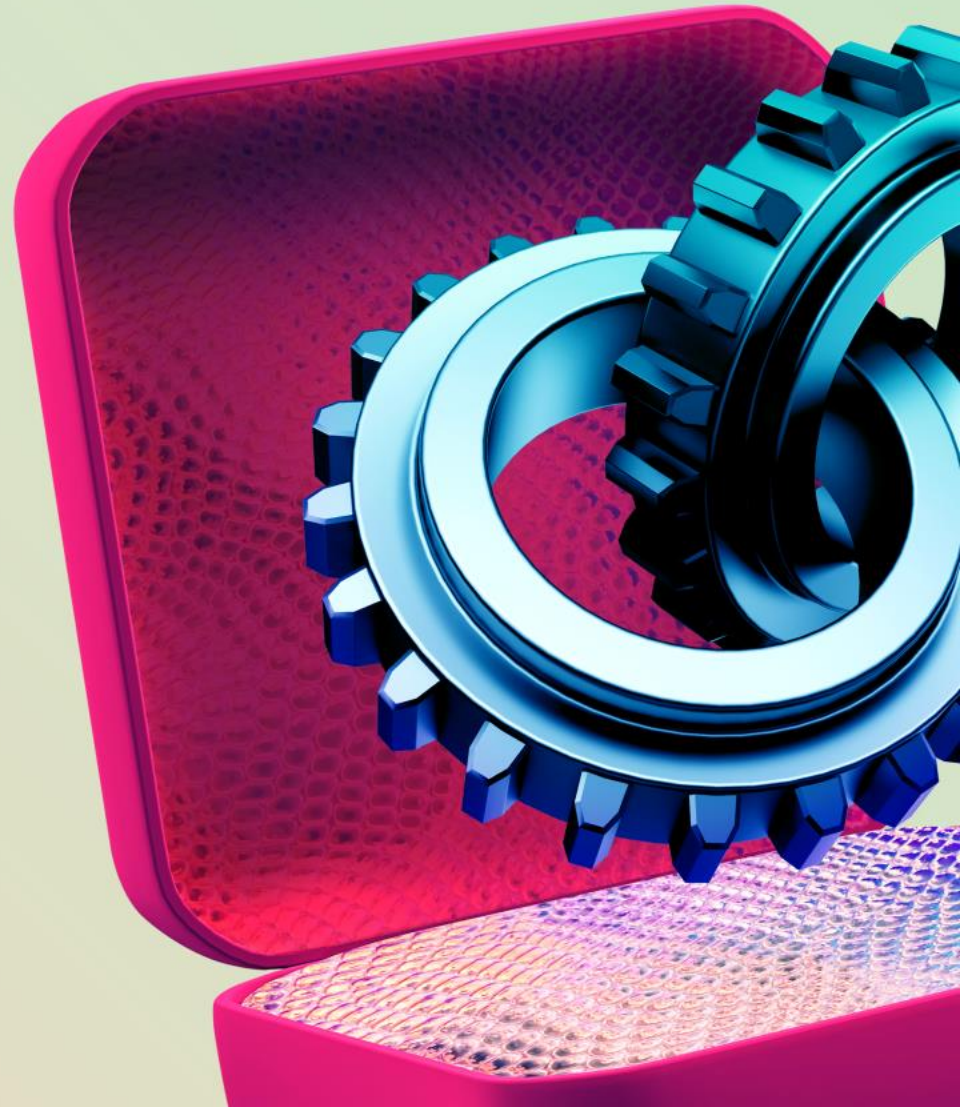
OPENING HOURS

I-V 8:00 – 17:00

V 8:00 – 15:45

Lunch break 12:00 – 12:45

Legal status



Time reservation system

➤ www.epolicija.lt



ePolicija.lt
Policijos Elektroninių Paslaugų Sistema

LT RU EN

Choose subdivision

Police Department

Vilnius County Police Headquarters and Migration Department Division of Vilnius
Kaunas County Police Headquarters and Migration Department Division of Kaunas
Klaipėda County Police Headquarters and Migration Department Division of Klaipėda
Šiauliai County Police Headquarters and Migration Department Division of Šiauliai
Panevėžys County Police Headquarters and Migration Department Division of Panevėžys
Alytus County Police Headquarters and Migration Department Division of Alytus
Marijampolė County Police Headquarters and Migration Department Division of Marijampolė
Utena County Police Headquarters and Migration Department Division of Utena
Telšiai County Police Headquarters and Migration Department Division of Telšiai
Tauragė County Police Headquarters and Migration Department Division of Tauragė
Migration Department

2. Choose date

October 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3. Choose time

7:30 ▼

4. Fill in all the fields and click "Book"
Persons are accepted at Migration services according to name and surname provided during reservation.

Name:
Last name:
E-mail:
Repeat e-mail:
Phone:
Notes:

Scanned travel document sheet which includes all personal data:

No file chosen

Security code: ?

Documents to prepare

- An application
- A valid travel document (passport);
- A temporary residence permit (when it is being replaced);
- 1 photograph (40x60 mm);
- Documents confirming the ground for issuance of temporary residence permit;
- A document confirming that a person has enough funds in order to survive in the Republic of Lithuania;
- A document about a place of residence in the Republic of Lithuania;
- A certificate regarding (the absence of) a criminal record. NOTE: foreigners who come to work as highly qualified employees can submit a statement written by themselves confirming that they do not have a criminal record (PCC);
- A document confirming that a person has a health insurance (insurance coverage 6 000 EUR);
- A list of his/her visits and stays in foreign states (it is required to mark whether a foreigner has been to one of the indicated states);
- Documents confirming legal stay if application is submitted in Lithuania.

- Bank statement. (For one month – € 278; for one year = €3,336). Document has to be in Lithuanian language or translated into Lithuanian language. **Valid for 1 month.**
- Police clearance certificate. Document has to be translated to Lithuanian language. Cannot be issued earlier than 6 months before applying for TRP. **Valid for 6 months.**
- Mediation letter (Order it from International Studies office). **Valid for 1 month.**

How long will it take to process?

A foreigner's application for the issuance of the temporary residence permit must be considered not later than within 3 months from the lodging of the application, and if applied on an urgent basis – not later than within 1,5 month from the date of submission of the application.

Useful links

- www.migracija.lt – Official website of the Migration Department
- www.epolicija.lt - Time reservation system

Contacts

International Studies Office

Silvija Petniūnaitė:

silvija.petniunaite@ktu.lt

international@ktu.lt

K. Donelaičio St. 73

Room 104

Kaunas, Lithuania

Office open hours:

Monday – Thursday

13:00 – 17:00

Friday

13:00 – 15:45



**Wishing you
a successful
start!**

