

Hello, fresher!

Welcome Week 2020

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Department of Academic Affairs





General rules



Studies are based on respect and collaboration.



Only KTU email is used in inner communication:
for students - name.surname@ktu.edu;
for teachers - name.surname@ktu.lt (search in <https://en.ktu.edu/contacts>).



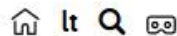
Registration to IT services: <https://registracija.ktu.lt/>. The same login is used for all IT services.



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



kaunas
university of
technology



admissions

students

business

my KTU

university

research

institutes

studies

facu

MOODLE

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Academic opportunities

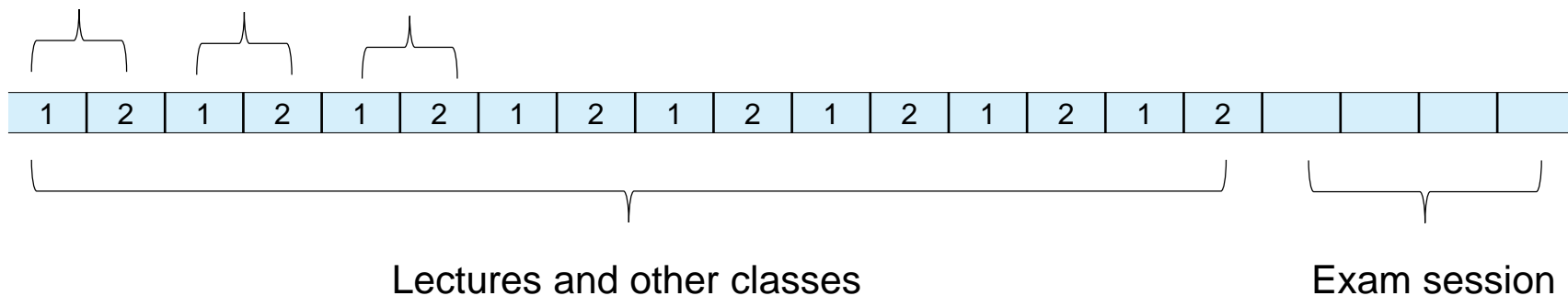




Academic calendar

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

Semester – max 7 courses of total 30 ECTS credits.

Individual study plan is composed of:

- compulsory courses
 - alternative courses
 - optional courses
1. Coordinate your spring semester study plan with KTU international coordinator **till 9 February**.
 2. Register to classes in KTU AIS **till 16 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 coordinate it with international coordinator at 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.

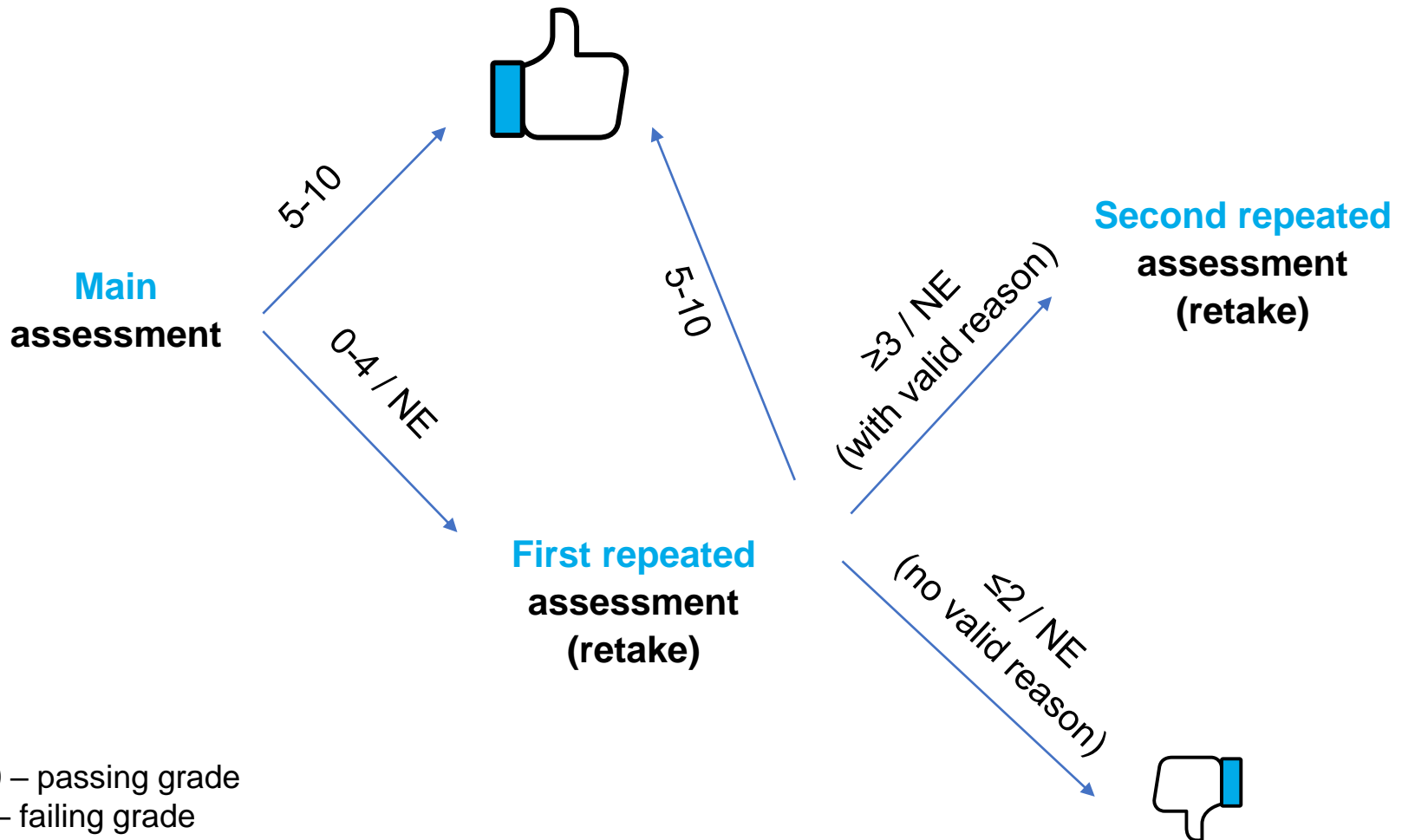


Grading system

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



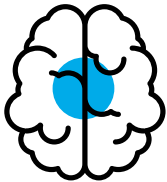
5-10 – passing grade
0-4 – failing grade
NE – not attended



Examinations

Every course is concluded with **written**, **oral** or **combined** exam. Other types of final assessment (e.g. project) are applied in some courses.

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.





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**:

- 100% in laboratory works;
- >80% in practice;
- >60% in lectures;
- check the course syllabus in AIS for specific requirements set by the lecturer.

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.

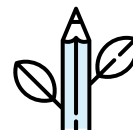


If you fail to attend classes, the teacher will **inform** faculty administration.

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

Academic penalties may be imposed.

Expulsion from KTU upon receipt of 2 penalties.





Tutors

Need help with the course?

The tutor can help you deepen the knowledge of the course, consult on the preparation of individual works, etc.





Academic integrity

Honesty is the foundation of good academic work.

Students sign (confirm) declaration of academic integrity in AIS 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 and failure of a course;
- termination of 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 in AIS.

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 30 ECTS credits in one semester.



Virtual platforms





Virtual platforms for studies

Student information is provided via email, AIS, Students' intranet, Moodle.

AIS

Academic information system:

- individual study plan;
- registration to classes/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:

- 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:

- 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

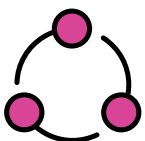




Surveys



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, students' voice survey once a year, and focus groups.



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

Appeals and complaints



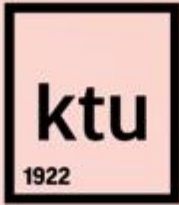
You have a right **to appeal** when a university employee allegedly violated academic ethics, procedures and/or made technical errors while making **a written decision** regarding your studies.



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.



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