

Academic Opportunities

Welcome Week 2020



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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>).

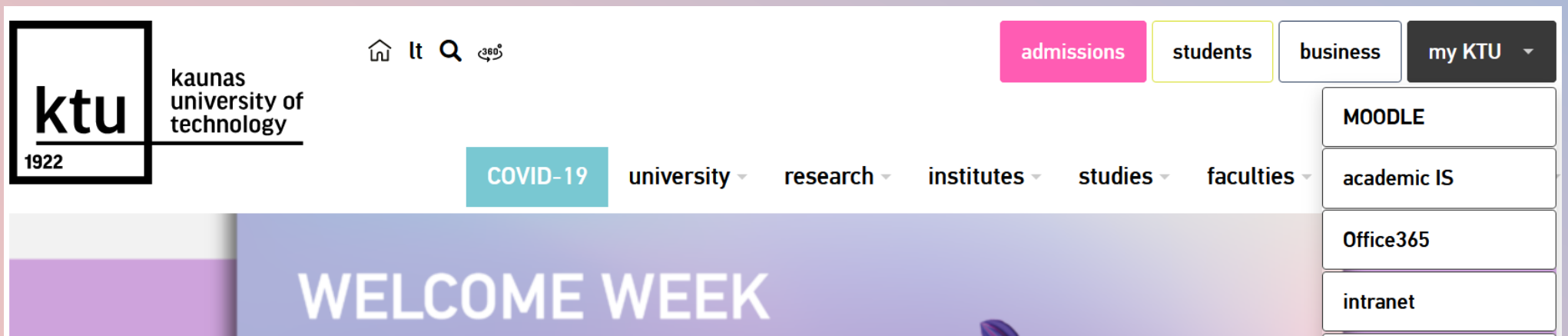


Registration to IT services: <https://registracija.ktu.lt/>.

The same login is used for all IT services.



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



The screenshot shows the top navigation bar of the Kaunas University of Technology (KTU) website. On the left is the KTU logo with the text 'kaunas university of technology' and '1922'. In the center are navigation icons for home, language (lt), search, and accessibility. On the right are menu items: 'admissions' (pink), 'students' (yellow), 'business' (grey), and 'my KTU' (black with a dropdown arrow). Below these are several dropdown menus: 'COVID-19' (teal), 'university' (white), 'research' (white), 'institutes' (white), 'studies' (white), and 'faculties' (white). On the far right, a vertical menu contains 'MOODLE', 'academic IS', 'Office365', and 'intranet'.

Academic calendar

Two semesters:

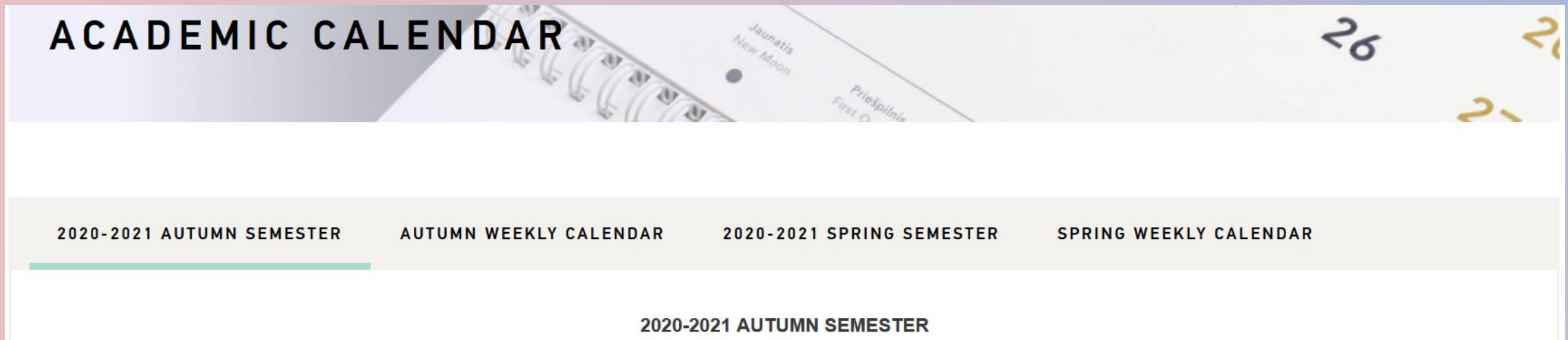
- Autumn: 1 September – 31 January
- Spring: 1 February – 30 June

Semester lasts for 20 weeks:

- 16 weeks – classes (till Christmas)
- 4 weeks – exam session (in January)

Annual academic calendar:

<https://en.ktu.edu/> >> Studies >> [Academic calendar](#)



Individual study plan

30 ECTS per semester:

- in Bachelor's studies – max 7 courses
- in Master's studies – max 5 courses

Individual study plan:

- compulsory courses
- alternative courses
- optional courses

Till 15 September coordinate your autumn semester study plan with KTU international coordinator.

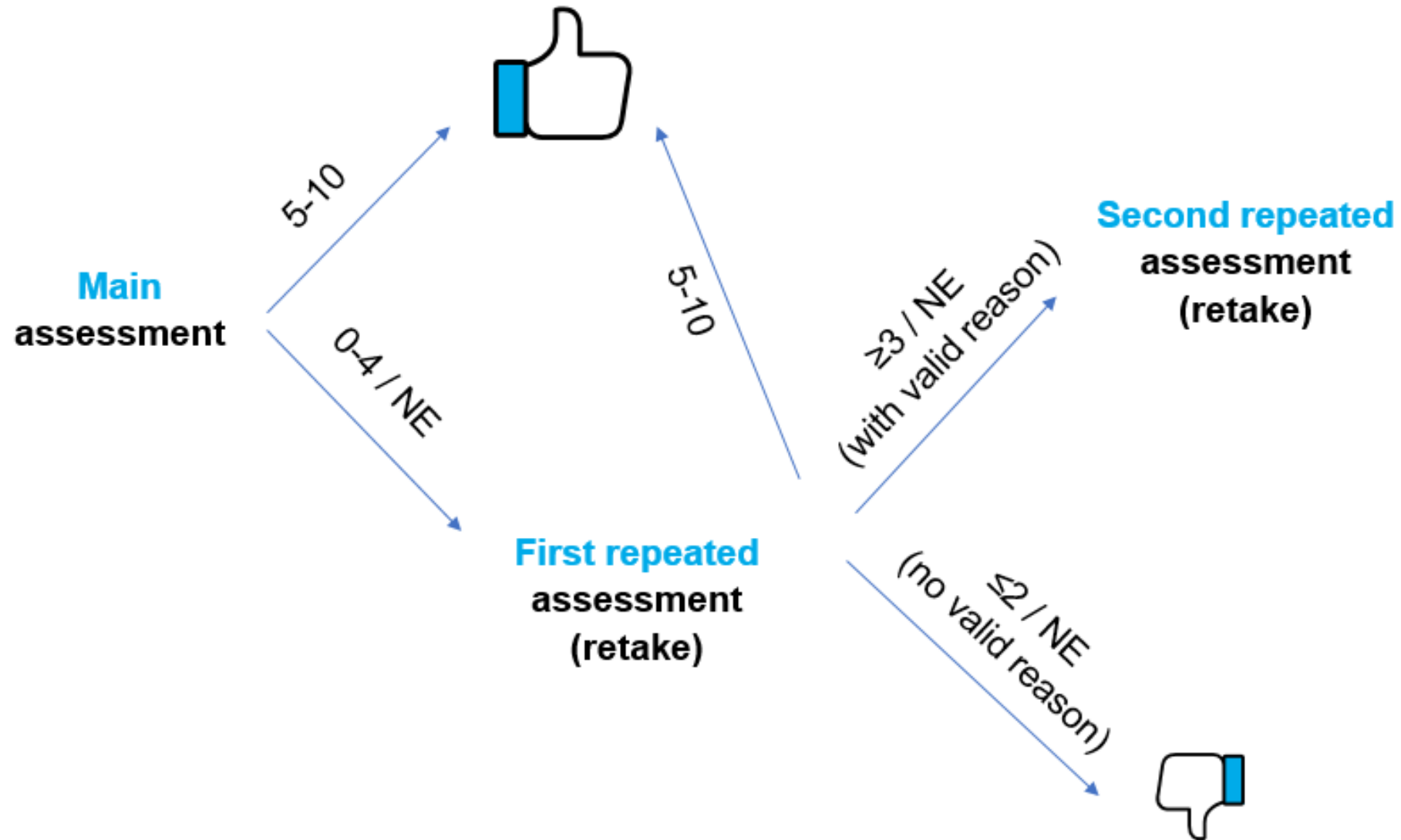
Till 20 September register to classes in KTU AIS.

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

- Second retake:
- intermediate assessment 25 EUR
 - final assessment (exam) 35 EUR

Examinations

Every course is concluded with **written**, **oral** or **combined** exam, or other type of final assessment (e.g. project).

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

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 practical works;
- >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.

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 and not being able to enroll repeatedly.

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

Student information is provided via email, AIS, students' intranet Office365, Moodle.

AIS

Academic information system:

- individual study plan;
- registration to classes/exams;
- 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;
- FAQ, etc.

MOODLE

Learning management system:

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

LIBRARY:

databases, books, journals, etc.

The same login is used for all virtual platforms.

Student feedback

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

Feedback is collected via:

- quick online survey in the middle of each course (course quality)
- roundtable in the middle of each semester (study programme quality)
- extensive online survey „Students‘ voice“ once a year in November (study quality and services)
- online survey at the end of each course (course and teacher quality)
- focus groups on demand during the semester

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 Service Centre.

Autumn semester

Form of studies

Mixed form of studies:

- **in classrooms** – students and a lecturer directly participate in the class on the University's premises
- **remotely** – students and a lecturer synchronously (using video conference software) and asynchronously (in Moodle) participate in a virtual class coordinated by the lecturer

According to the type of class:

- **lectures and consultations** – mostly remotely
- **practical classes** – in classrooms, but they can be remote if it is possible
- **laboratory works** – only in classrooms
- **assessments and examinations** – only in classrooms

The timetables and locations for the classes (in classrooms or remotely) are published in University's Academic Information System.

The relevant material for all the study modules is provided to students in the virtual learning environment **Moodle**.

If the restrictions on physical gatherings will be implemented, the lecturers are prepared to immediately begin **teaching remotely**.

Autumn semester

Technical preparation and behaviour

Students are responsible for being equipped with the **technical measures for the distance learning**:

- computer or another digital device
- internet connection
- video camera
- microphone
- headphones

If a student **does not have** the technical measures and cannot acquire them, he/she has to write to the University's Student Information and Service Centre via klausk@ktu.lt.

Students have to prepare their **place for distance learning** appropriately.

Students have to attend and fully participate in classes following the principles of **student ethics and behaviour**. It is forbidden to:

- Make video and audio recordings, film and take pictures since teachers and student peers are not public figures and their consent is needed.
- Reproduce, distribute, publicly demonstrate and post (including public publishing on the Internet) the content of teacher lectures since any use of the original or its copies without the permission of the author is illegal.
- Forward login data of information systems, provided by the teacher, to the third party.

Autumn semester

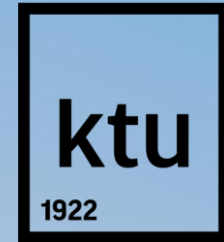
Protective measures

Students have to **wear the protection measures covering their nose and mouth** (face masks, respirators, etc.) on all the closed common premises of the University (classrooms, laboratories, computer classrooms, libraries, etc.).

The distance of at least 1 metre has to be maintained among the persons on all closed common premises of the University.

The persons who have fever (37,3 °C or more) or experience the symptoms of acute respiratory diseases or other contagious diseases (for example, runny nose, coughing, difficulty breathing, etc.) are **forbidden to enter the University's premises**. If a student experiences such symptoms, he/she immediately contacts the medical institution. The student's absence in classes has to be justified by a medical certificate.

A student, who has been diagnosed with COVID-19 (coronavirus infection) or has had contact with a diagnosed person, has to **notify his/her faculty's international coordinator** immediately by email or telephone.



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