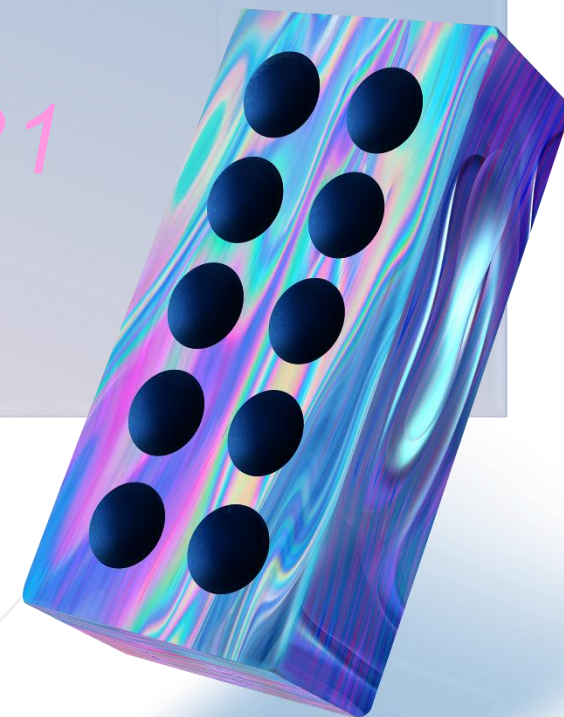# Academic Opportunities

Welcome Week 2021

Sandra Kavalevskytė

Department of Academic Affairs

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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**;
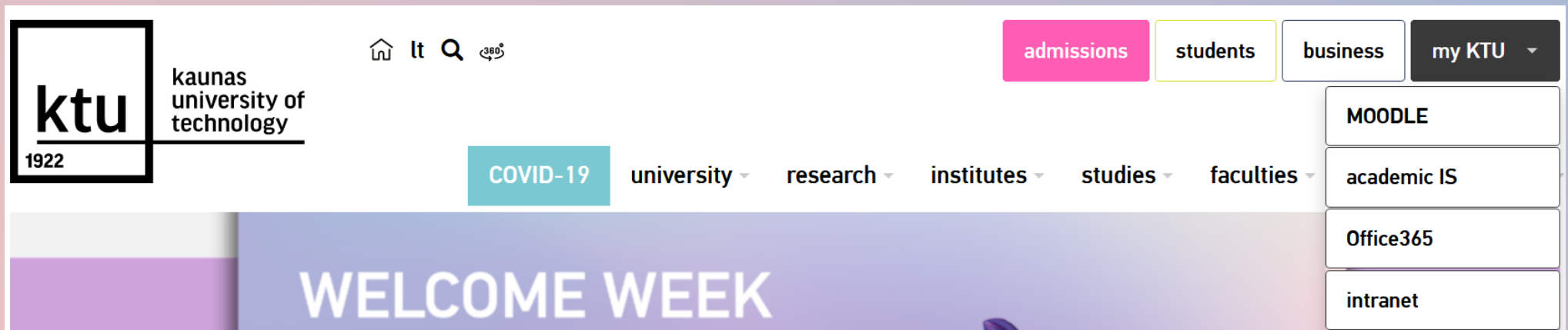for teachers - name.surname@ktu.**lt** (search in https://en.ktu.edu/contacts).

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

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

Academic calendar

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

Semester lasts for 20 weeks:
- o   16 weeks – classes (till 31 May)
- o   4 weeks – exam session (in June)

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

ACADEMIC CALENDAR

| 2020-2021 AUTUMN SEMESTER | AUTUMN WEEKLY CALENDAR | 2020-2021 SPRING SEMESTER | SPRING WEEKLY CALENDAR |
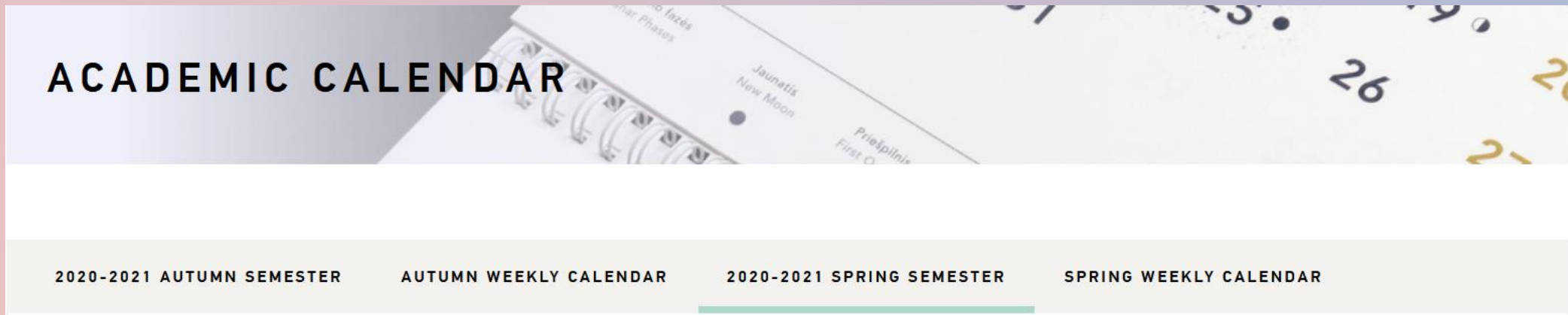
Individual study plan

30 ECTS per semester:
- o in Bachelor's studies – max 7 courses
- o in Master's studies – max 5 courses

Individual study plan:
- o compulsory courses
- o alternative courses
- o optional courses

Till 5 February coordinate your spring semester study plan with KTU faculty international coordinator.

Till 14 February register to classes in KTU AIS.

Spring semester

Classes are organised remotely until **until 3 April 2021**. The timetables and locations for the classes are published in AIS. Some of the **laboratory works** are organised on campus.

Material of the courses is provided in **Moodle**.

Classes are organised using remote **video conferencing** tools – Microsoft Teams, BigBlueButton, Zoom, Adobe Connect.

Requirements to students:
- sit in the place of studying all the time, maintain a neat appearance;
- the computer screen has to show a clear image of the student;
- the background has to contain no ads or any content subject to censorship;
- the lighting has to be good, the video camera cannot be directed to a window or a direct source of light;
- the environment has to be quiet and peaceful;
- during assessments, there can be no third parties on the same premises.

Course structure

- Course consists of: lectures, practical works, laboratory works, consultations, etc.

- 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).

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

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																	

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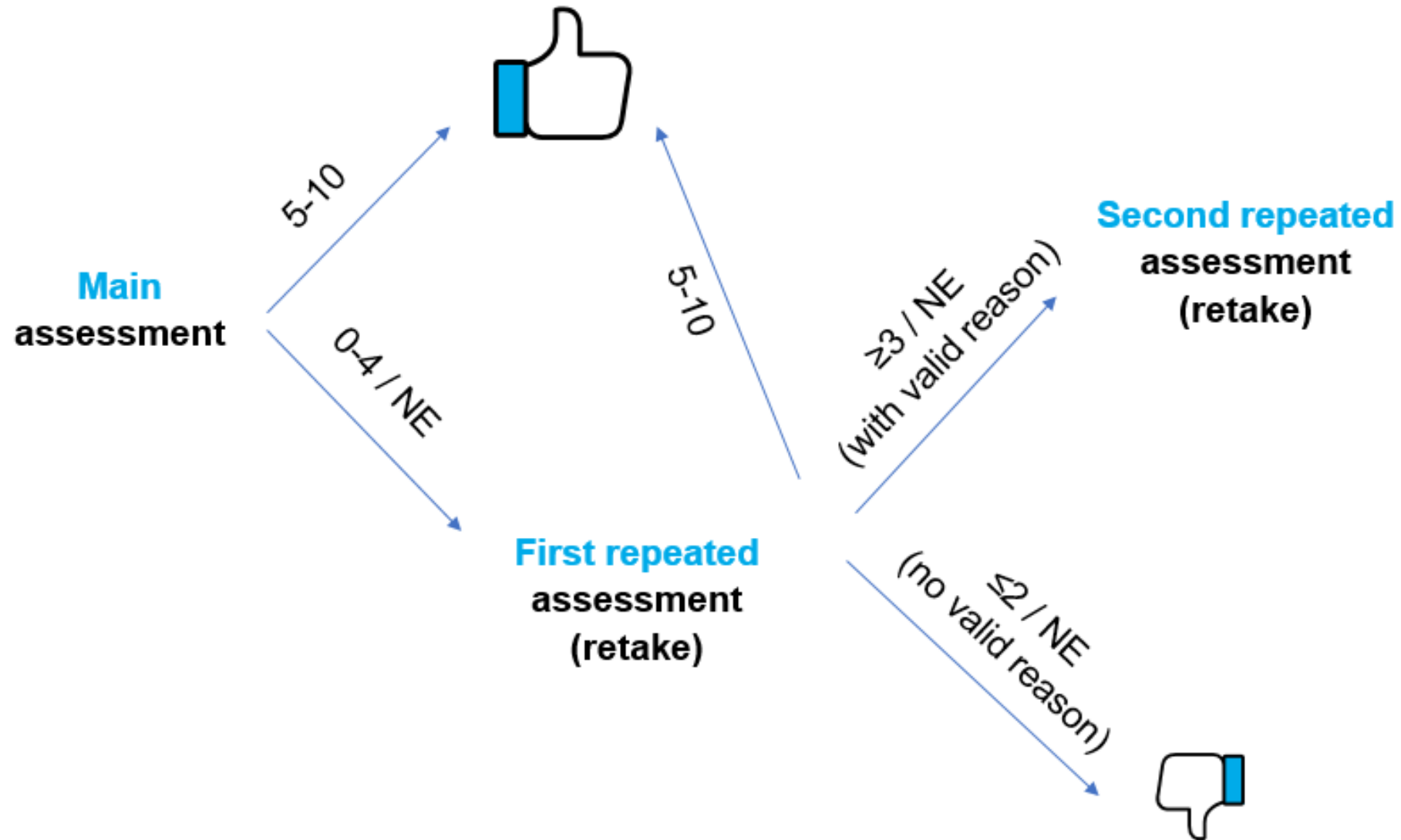
5-10 – passing grade
0-4 – failing grade
NE – not attended

Second retake:
o intermediate assessment 25 EUR
o 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 and show your **ID card**.

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.

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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

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Attendance

Attendance at KTU is **obligatory**:
- o 100% in laboratory works;
- o >80% in practical works;
- o >60% in lectures;
- o 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.

Provide 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 integrity

Honesty is the foundation of good academic work.

Signing the declaration of academic integrity means that you will **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**:
- o academic penalties and failure of a course;
- o termination of studies and not being able to enroll repeatedly.

It is **forbidden** to:
- o make video and audio recordings, film and take pictures – consent of teachers and student peers is needed;
- o reproduce, distribute, publicly demonstrate and post the content of classes – any use of them without the permission of the author is illegal.

Virtual platforms

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

AIS	OFFICE 365	MOODLE
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.	**Document storage system:** • study regulations; • application forms; • information regarding academic and scholarship competitions; • international mobility opportunities; • FAQ, etc.	**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

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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** in AIS.