Academic Opportunities

Department of Academic Affairs

Welcome Week, 27 01 2022

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General rules

Studies are based on respect and collaboration

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

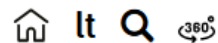Registration to IT services: https://registracija.ktu.lt/ (after signing the learning agreement / being registered by your faculty's international coordinator)
The same login is used for all IT services

KTU webpage: https://en.ktu.edu/
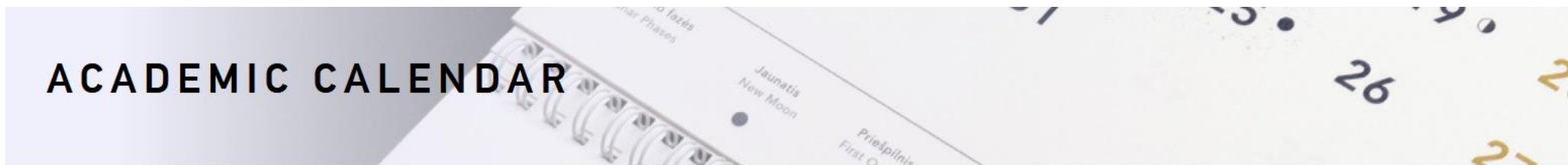
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⌂ lt 🔍 360°

admissions ▾   students   alumni   business   my KTU ▾

COVID-19   university ▾   research ▾   institutes ▾   studies ▾   faculties ▾   library   contacts ▾

Academic calendar

Semester	Period	Classes, assessments	Examinations
Autumn semester	1st September – 31st January	1st September – 23rd December	2nd – 31st January
Spring semester	1st February – 30th June	1st February – 31st May	1st – 30th June

Two semesters: autumn and spring

Semester takes 20 weeks:
16 weeks + 4 weeks

Semester's academic calendar and weekly calendar:
https://en.ktu.edu/ >> Studies >> Academic calendar https://en.ktu.edu/academic-calendar/

ACADEMIC CALENDAR

2021-2022 AUTUMN SEMESTER   AUTUMN WEEKLY CALENDAR   2021-2022 SPRING SEMESTER   SPRING WEEKLY CALENDAR

2022-2023 AUTUMN SEMESTER   AUTUMN WEEKLY CALENDAR

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

As soon as possible but no later than:
- **15th February** coordinate your spring semester study plan with KTU faculty's international coordinator
- **19th February** register to classes in KTU Academic information system

Course structure

Course **consists of**: lectures, practical works, laboratory works, consultations, intermediate assessments (in-class and home assignments) and final assessment (in-class during the exam session).

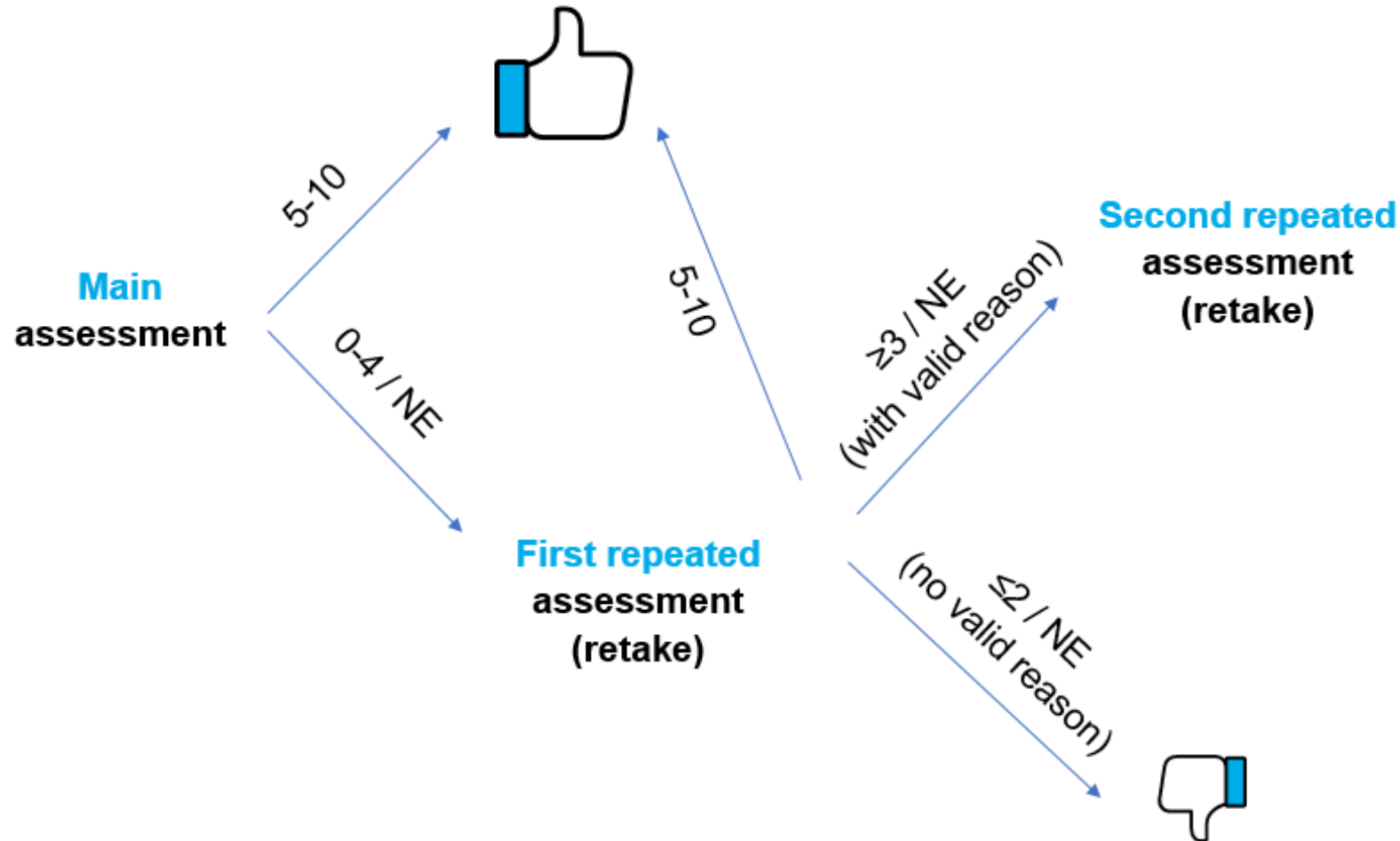At the first class the teacher will provide you with the course syllabus and all the assignments.

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

Form of assessment	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	
Final examination	24	30	*																0
Total:	80	100																	

Week of presentment of task (*) and week of assessment / submission (0)

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.

Main assessment

5-10 → 👍

0-4 / NE →

First repeated assessment (retake)

5-10 → 👍

≥3 / NE (with valid reason) → **Second repeated assessment (retake)**

≤2 / NE (no valid reason) → 👎

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

Failing to come to the first retake with no valid reason you will not be eligible to the second retake.

Examinations

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

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

You must bring and show your **ID card**.

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

I	9:00	10:30
II	11:00	12:30
Lunch break	12:30	13:30
III	13:30	15:00
IV	15:30	17:00
V	17:30	19:00
VI	19:15	20:45

Attendance

Student – **foreign citizen** – who cannot come to study on campus due to *force majeure* circumstances is allowed to study remotely and independently, while consulting the teachers **until 27th March**.

Attendance at KTU is **compulsory**:
- 100% in laboratory works and a certain % in other classes;
- check the course syllabus in AIS for specific course requirements;
- if you fail to attend classes, the teacher will inform faculty administration.

Majority of the classes are delivered **on campus**, some of the classes may be delivered **remotely** (large lectures, consultation seminars). All assessments are organised **on campus**. Check the **timetable** in AIS.

If you get ill or fall into an accident, **immediately inform** your faculty's Study Centre by email or telephone https://en.ktu.edu/academic-calendar/faculty-contacts.

Provide the documents proving your absence (from medical care centre or other) in AIS upon your return to classes.

COVID-19 prevention

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🏠 Start   ✉ Announcements (5)   📖 Studies ▾   ℹ My data ▾   👤 Consultations ▾   👤 Contests (0)   ✉ Ask   ✉ Report   Declare

Requirements to attend classes on campus:
- students must be vaccinated, or recovered from COVID-19 disease, or have a negative COVID-19 PGR test result;
- students must complete a declaration of meeting one of the abovementioned criteria in AIS, and bring the official document and the ID to each class; otherwise, a student will not be allowed to enter the class.

Safety measures:
- wear respirators or medical face masks;
- disinfect hands;
- maintain a safe distance from each other;
- do not assemble before lectures and assessments.

Student who has been **diagnosed COVID-19 disease** or **requires self-isolation** after having contact with the person living together who has been diagnosed with COVID-19 disease has to:
- immediately notify the faculty's Study Centre by email or telephone https://en.ktu.edu/academic-calendar/faculty-contacts/; you will be informed on the further procedures;
- immediately submit an application for the justification of the missed classes/assessments in AIS https://uais.cr.ktu.lt/;
- study remotely, while consulting the teachers; study material is provided in Moodle https://moodle.ktu.edu/.

Every member of the KTU community is **responsible** for his/her own health and the health of others.

Academic integrity

Honesty is the foundation of good academic work.

First registering to the AIS, you will sign the **declaration of academic integrity** which implies 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:
- academic penalties and failure of a course;
- termination of studies and not being able to enroll repeatedly.

It is **forbidden to**:
- make video and audio recordings, film and take pictures;
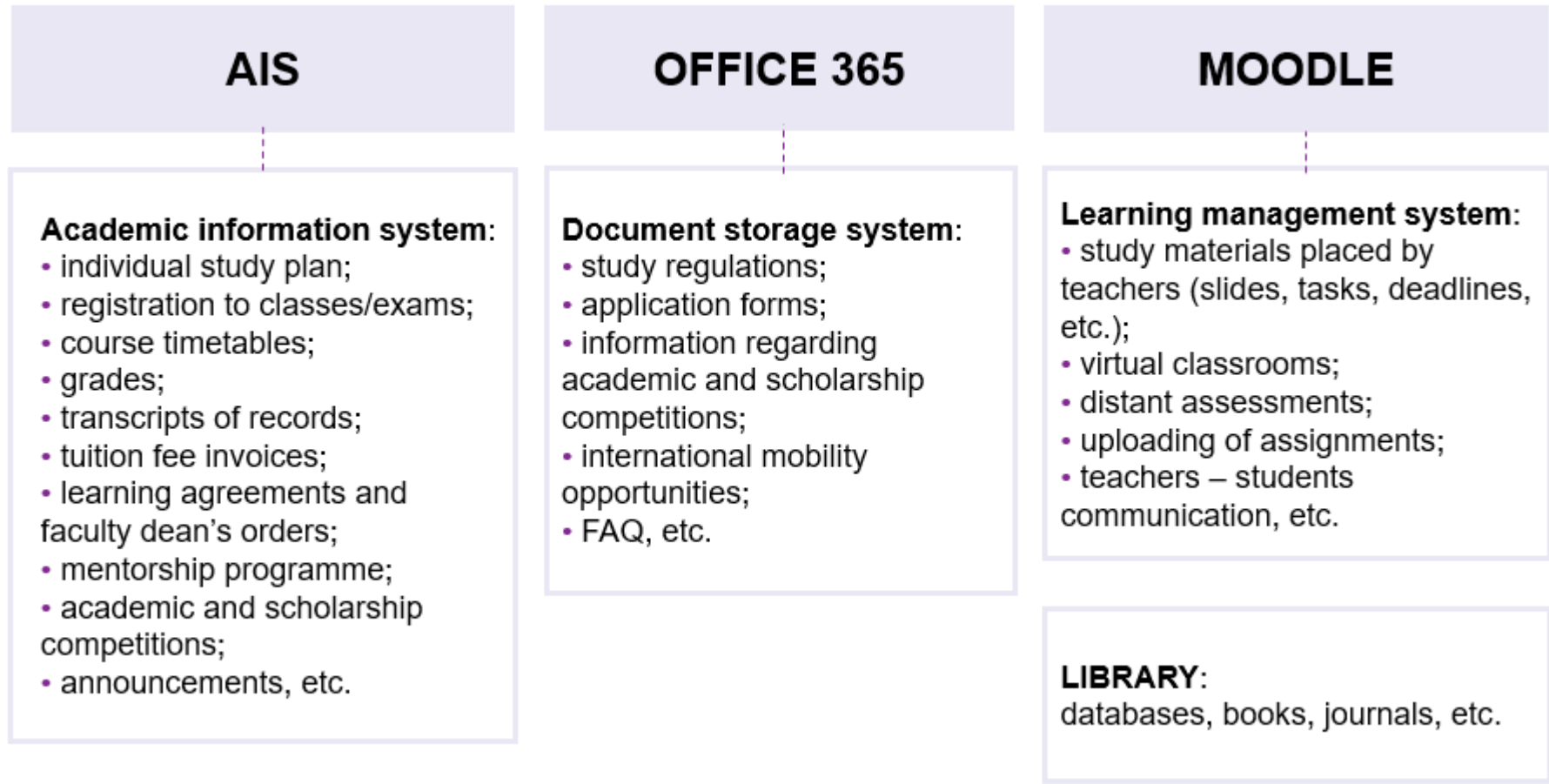- reproduce, distribute, publicly demonstrate and post the content of classes.

If you notice any case of academic dishonesty, **report** it in AIS.

🏠 Start ✉ Announcements (5) 📘 Studies ▾ ℹ My data ▾ 👤 Consultations ▾ 👤 Contests (0) ✉ Ask ✉ Report

Virtual platforms

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

https://students.ktu.edu/ >> intranet

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.

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 teaching quality);
- focus groups 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 of a university employee or other student allegedly violated 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.

Before submitting an appeal / complaint, **consult your faculty's Study Centre** on the regulations concerning the matter.

Appeals and complaints must be **submitted in writing in AIS**.

Invitation

DO YOU LIKE CHALLENGES? JOIN ECIU UNIVERSITY!

Students who:
- Are enrolled in a Master's degree programme or completed at least 120 ECTS of Bachelor's degree programme;
- Are willing to solve a real-life challenge;
- Are eager to learn to apply challenge-based learning method;
- Want to gain 6 ECTS for the course "Development of Challenge-Based Innovation", free of charge.

https://eciu-en.ktu.edu/challenges/

Questions on study matters

Faculty's Study Centre, international coordinator

Search for contacts in
https://en.ktu.edu/faculties

General questions

KTU Career and Service Centre

klausk@ktu.lt
+370 614 20 055
https://www.facebook.com/ktustudentams/