

Academic Opportunities

Department of Academic Affairs

Welcome Week, 29 08 2022



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>)

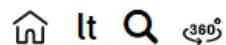


Registration to IT services: <https://registracija.ktu.lt/> (after signing the learning agreement / being registered by your faculty's international coordinator)

The same login is used for all IT services



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



admissions ▾

students

alumni

business

my KTU ▾



university ▾

research ▾

institutes ▾

studies ▾

faculties ▾

library

contacts ▾

Academic calendar

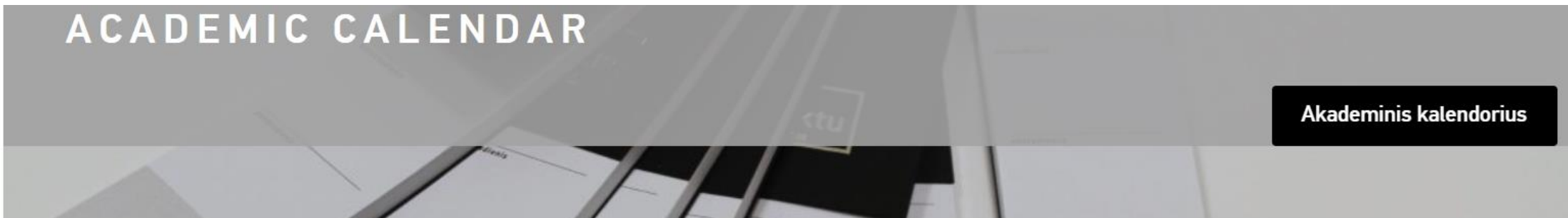
Semester	Period	Classes, assessments	Examinations
Autumn semester	1 st September – 31 st January	2 nd September – 23 rd December	2 nd – 31 st January
Spring semester	1 st February – 30 th June	1 st February – 31 st May	1 st – 30 th June

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/>



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:

- **14th September** coordinate your spring semester study plan with KTU faculty's international coordinator;
- **18th September** register to classes in KTU Academic information system. If you notice **overlaps** in your timetable, contact the Faculty Study Centre immediately.

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).

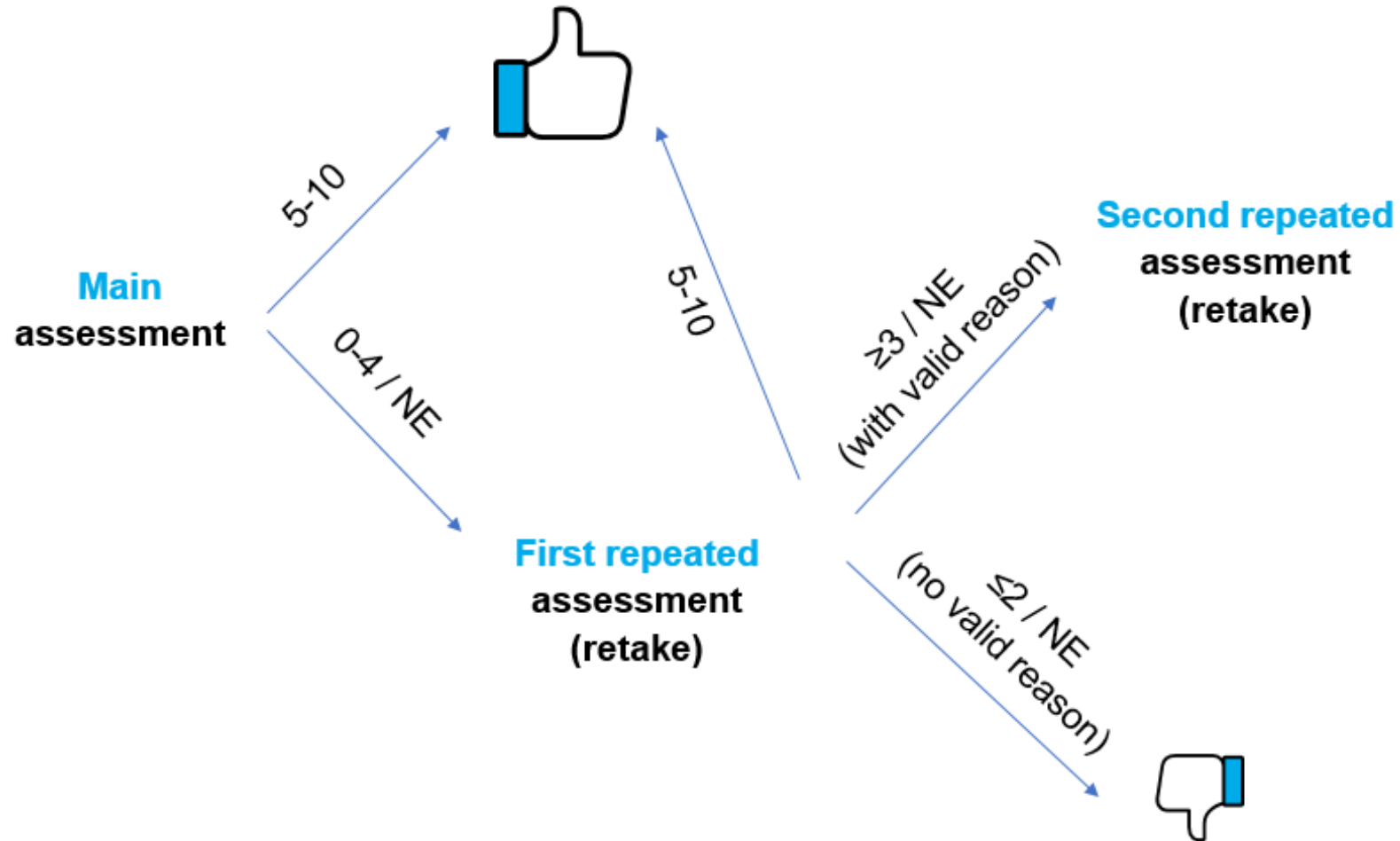
Form of assessment	Hrs.	%	Weeks																
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17-20
Problem-solving task	14	25	*					0											
Mid-term examination	30	20	*						0										
Laboratory works	12	25	*						0		0			0				0	
Final examination	24	30	*																0
Total:	80	100																	

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.



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.

Paper must be written following the [Methodological Guidelines for Preparation of Written Works](#): paper template, quotation requirements, making of a list of references, etc.

Students are invited to participate in the [training sessions](#) organised by the Library.

Each paper is checked for plagiarism, after being submitted for assessment in Moodle. Turnitin system is being used.

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

ktu

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 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>.

Upon your return to classes, **provide the documents** proving your absence (from medical care centre or other) in AIS, by filling in an application "Justification of the absence in classes".

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.



During classes and off-class activities, **it is prohibited to:**

- Make video or audio recordings, film or photograph, as teachers and fellow students are not public persons;
- Reproduce, distribute, publicly display and publish study material, prepared and shared by the teacher or fellow students;
- Forward login data of KTU information systems to the third party;
- Violate the principles of academic integrity;
- Demonstrate disrespectful behavior or appearance, disrespect the opinions of others, make incorrect remarks.

Learn more [HERE](#)

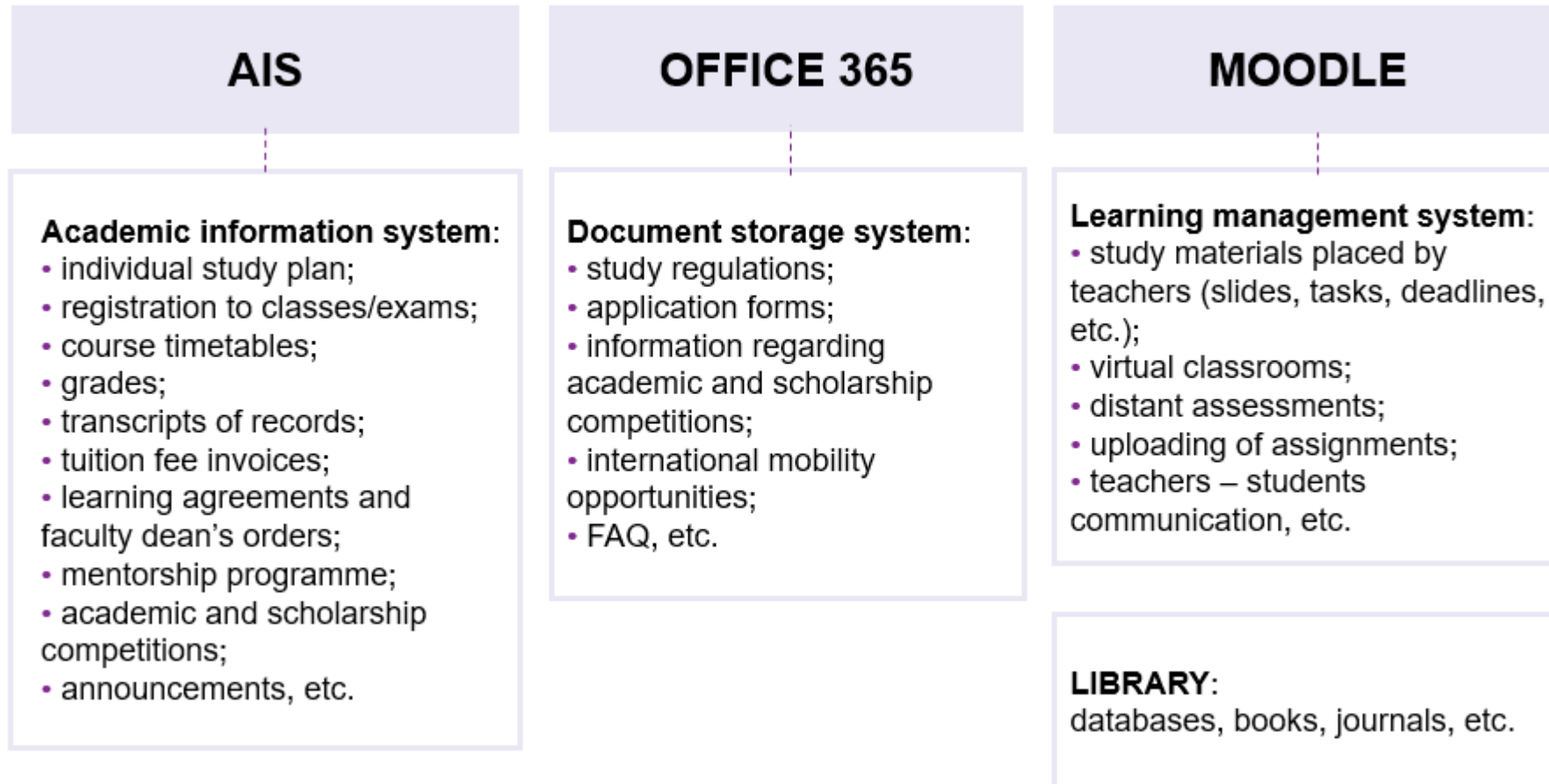


**Internet
ETIQUETTE**

Virtual platforms

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

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



The same login is used for all virtual platforms.

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**.

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**.

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/>