Academic Opportunities

Department of Academic Affairs

Sandra Kavalevskytė

Welcome Week, 31 01 2023

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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)

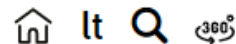Registration to IT services: https://registracija.ktu.lt/ (after signing the learning agreement / being registered by your faculty's international coordinator)
The same login is used for all IT services

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

kaunas
university of
technology

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⌂ lt 🔍 360°

admissions ▾   students   alumni   business   for employees

university ▾   research ▾   institutes ▾   studies ▾   faculties ▾   library   contacts
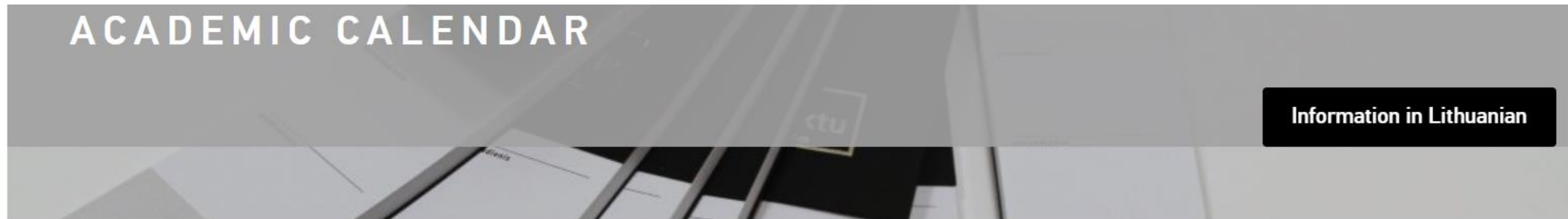
Academic calendar

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Semester	Period	Classes, assessments	Examinations
Autumn semester	1st September – 31st January	2nd 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

Information in Lithuanian

2022-2023 SPRING SEMESTER   SPRING WEEKLY CALENDAR   2023-2024 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:
- **14th Fabruary** coordinate your spring semester study plan with KTU faculty's international coordinator;
- **19th February** 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 ktu

Grading system	Definition
10 (excellent)	Excellent performance, outstanding knowledge, understanding and skills.
9 (very good)	Strong performance, very good knowledge, understanding and skills.
8 (good)	Above the average performance, good knowledge, understanding and skills.
7 (highly satisfactory)	Average performance, knowledge, understanding and skills with unessential shortcomings.
6 (satisfactory)	Below average performance, knowledge, understanding and skills with substantial shortcomings.
5 (sufficient)	Knowledge, understanding and skills meet minimum criteria.
4 3 2 1 0 Insufficient	Knowledge, understanding and skills do not meet minimum criteria / below minimum criteria.

- 10-point grading system
- 5 and higher are passing grades, 4 and lower are failing grades
- A student passes when he/she has achieved at least 50% of the learning outcomes of the course

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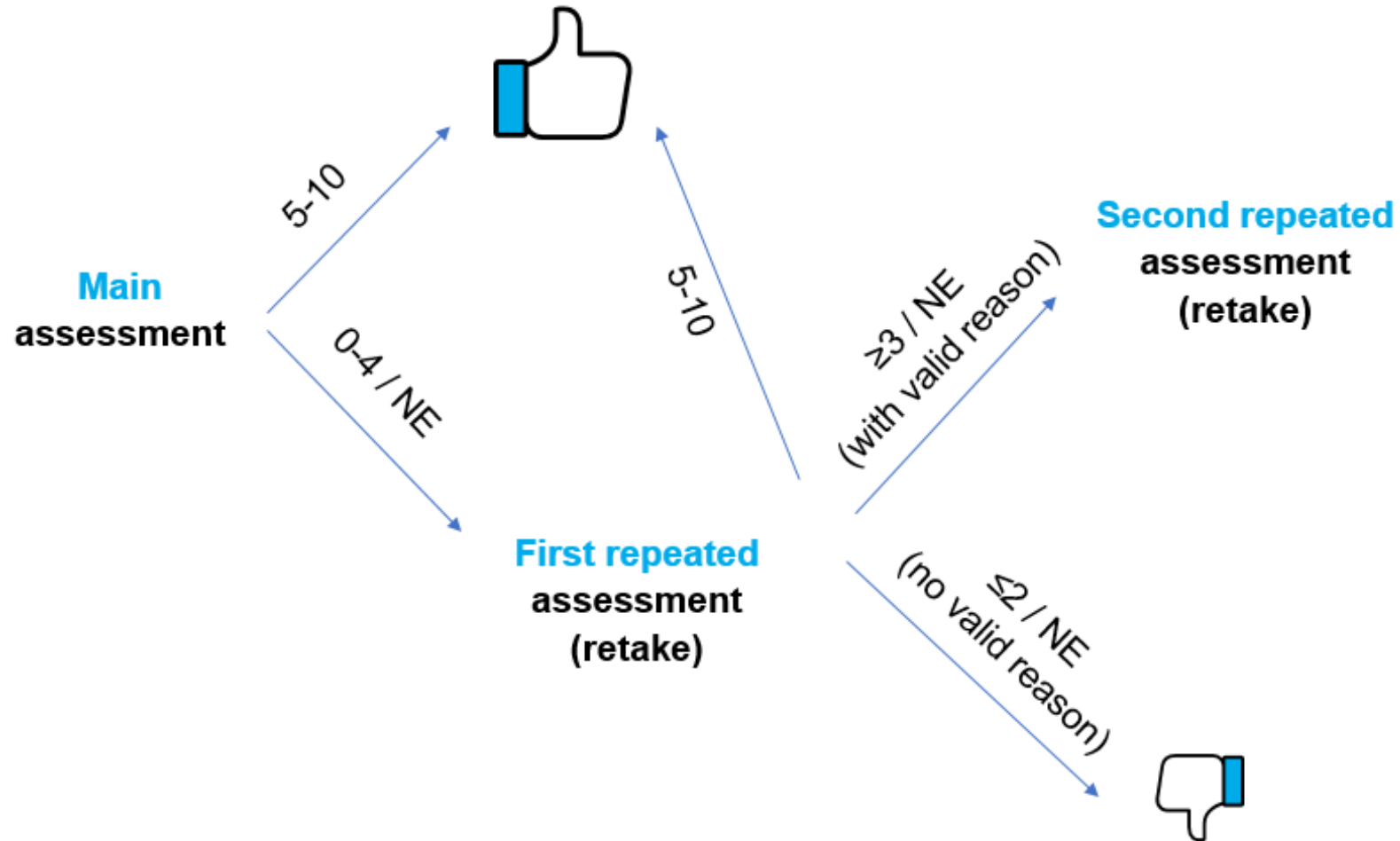
5-10 – passing grade
0-4 – failing grade
NE – not attended

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

Preparation of written works

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

Paper template and formatting requirements can be found in Student Intranet.

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.

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

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".

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.

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

Etiquette

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.
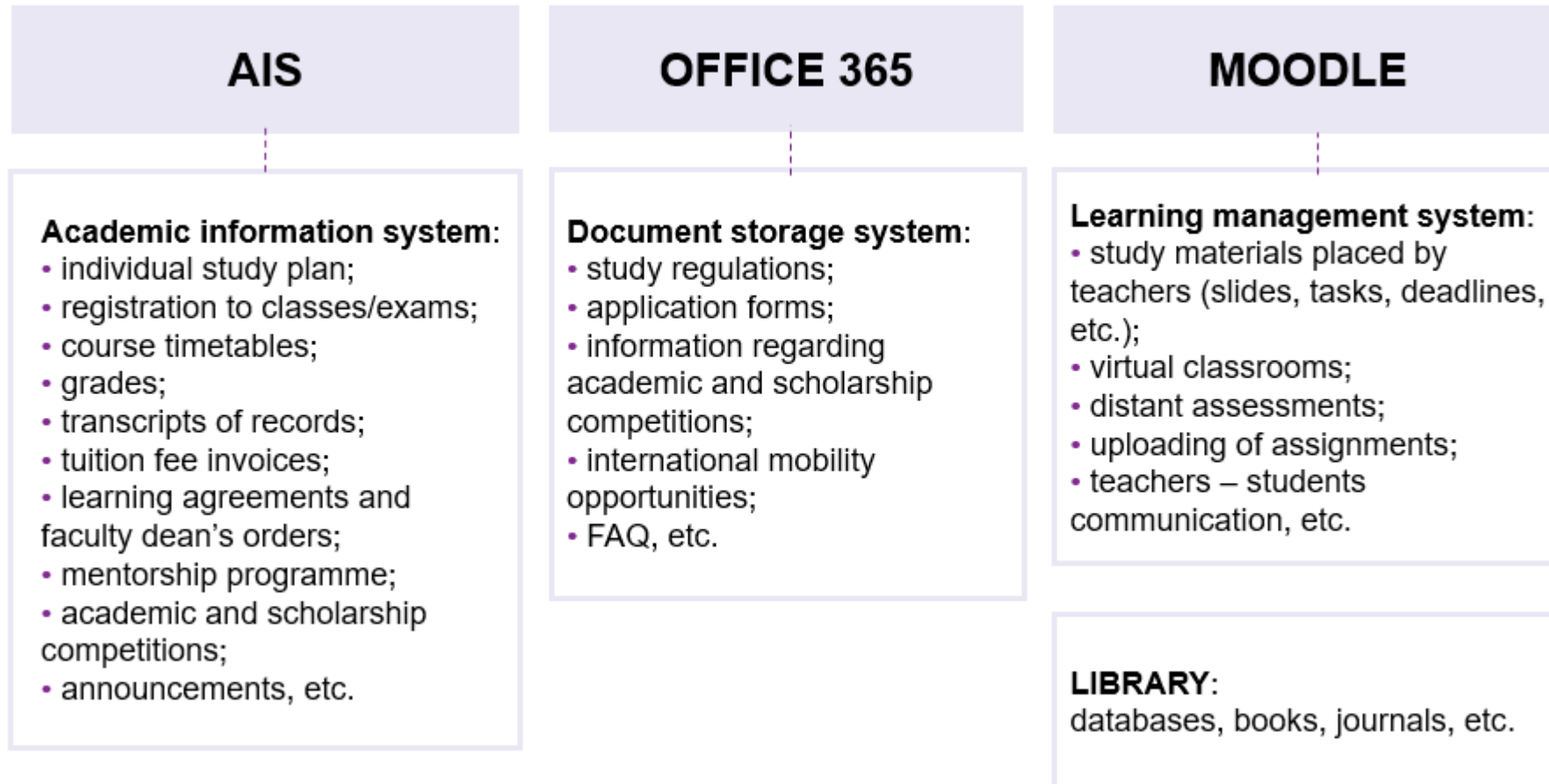
Learn more HERE

Internet ETIQUETTE

Virtual platforms

Academic information is provided via email, AIS, Student Intranet Office365, Moodle.

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

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.

Feedback   ktu

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);
- online survey at the end of each course (course and teaching quality);
- extensive online survey „Students' voice" once a year in November (study quality and services);
- 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**.

Questions on study matters

Faculty's Study Centre, international coordinator

Search for contacts in
https://en.ktu.edu/studies/faculty-contacts/

General questions

KTU Career and Service Centre

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