

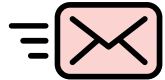


Academic Opportunities

Department of Academic Affairs
Welcome Week, 30 01 2024



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



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

The same login is used for all IT services

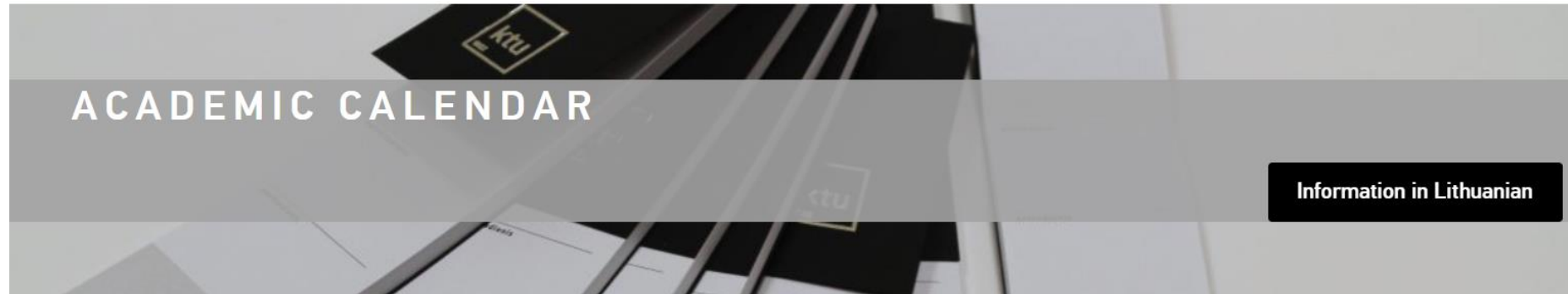


KTU webpage: <https://en.ktu.edu/>

	NO. OF WEEKS	SPRING SEMESTER
Total period	20	5 th February – 30 th June
Classes, intermediate assessments	16	5 th February – 31 st May
Examinations, final assessments	4	1 st – 30 th June

Semester's academic calendar and weekly calendar:

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



Semester study plan

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30 ECTS per semester.

Usually **5 courses** per semester.

As soon as possible but no later than:

- **13th February** coordinate your semester study plan with KTU faculty's International Relations Coordinator;
- **18th February** register for classes in the 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 or project).

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 and **final assessment** during the exam session.

Example of course assessment structure

Periods of weeks can be found in Academic Calendar
<https://en.ktu.edu/academic-calendar/>

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)

Majority of the classes are delivered **on campus**.

Some of the classes may be delivered **remotely*** (large lectures, consultations).

All assessments are organised **on campus**.

Check the **timetable** in AIS to know the venue of the class.

*** Prepare in advance for remote class:**

- 1) Check whether you have access to the “Moodle” course of the study module;
- 2) Set up a remote workplace at a place of residence or University premises;
- 3) Have technical equipment: computer, internet connection, video camera and microphone, headphones or audio speakers. If you do not have the equipment, you can contact klausk@ktu.lt;
- 4) Install video conferencing tool and get familiar with the hardware and software used for distance learning

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 which takes necessary actions.

If you **get ill or fall into an accident**:

1. Immediately **inform** your faculty's Study Centre by email or telephone <https://en.ktu.edu/studies/faculty-contacts/>;
2. Upon your return to classes, within 3 days **provide the document** proving your absence (from the medical care centre or other) in AIS, by filling in an application "Justification of the absence in classes". The document is deleted after checking.

Class timetable

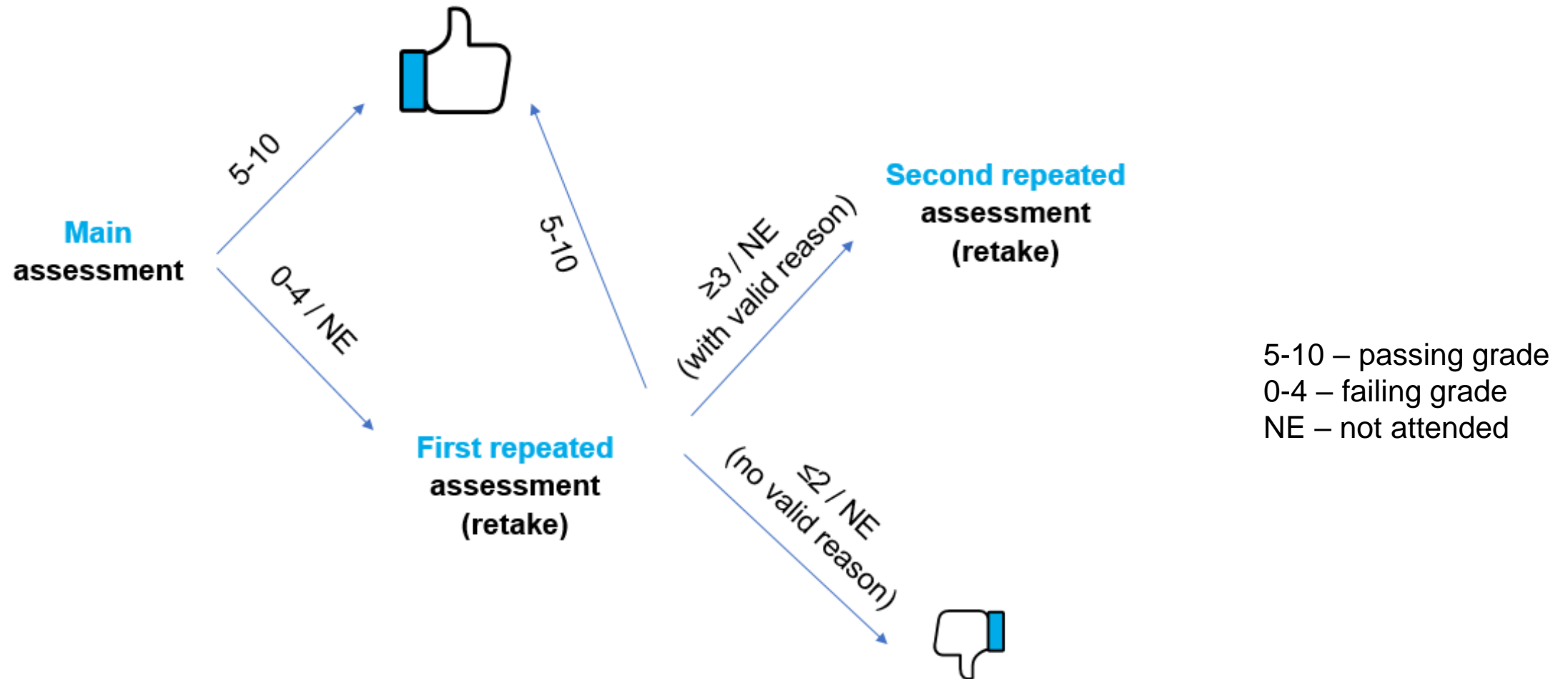
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I	9:00	10:30
II	11:00	12:30
Lunch break	12:30	13:30
III	13:30	15:00
IV	15:30	17:00
V	17:30	19:00
VI	19:15	20:45

Grading system

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



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

Paper template and formatting requirements can be found in the Student Intranet <https://ktuedu.sharepoint.com/>.

Check with the teacher for specific requirements for coursework.

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 for exams starts one month before the beginning of the exam period and is available no longer than one day till the exam date.

GenAI is used ethically, transparently and responsibly, **following the requirements set by the teacher** in the study module (Moodle course) for specific tasks: use of GenAI with prior permission of the teacher, mandatory use of GenAI, recommended use of GenAI, or use of GenAI is prohibited.

GenAI can be used to **complement the learning process**, to facilitate the interpretation and understanding of existing learning content (e.g. for initial information retrieval and idea generation). It is important to **check with primary sources** that the GenAI-generated content is free from hallucinations and information inaccuracies.

When using GenAI tools and/or GenAI-generated content, it is mandatory to clearly and openly indicate, following the **citation requirements** set by the University, which GenAI tools have been used, which parts of the content have been generated by GenAI and/or what prompts have been used.

It is recommended that **intermediate versions** of the assignments, drafts or sketches be saved in all cases, whether or not using GenAI tools.

The **responsibility for the GenAI-generated content** rests with the student submitting it.

If the teacher suspects **unethical use of GenAI** in the student's coursework, he/she shall review the content using an expert evaluation and electronic tools (Turnitin, etc.).

First registering for the AIS and before starting each course in Moodle, you will sign the **declaration of academic integrity** which implies that you will comply with academic discipline and university internal procedures, as well as 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.

If you notice any case of academic dishonesty, **report** it in AIS. The report is confidential and is not disclosed to persons who are not related to the possible violation or its investigation.



The University provides **academic support for students**:

- Tutoring – students can join tutoring sessions led by students for the most challenging modules;
- Individual consultations by the teachers;
- Guidelines for writing papers, templates, self-check in Moodle for correct citation (using Turnitin);
- Library training;
- Adaptation of studies for people with disabilities or special educational needs.

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.

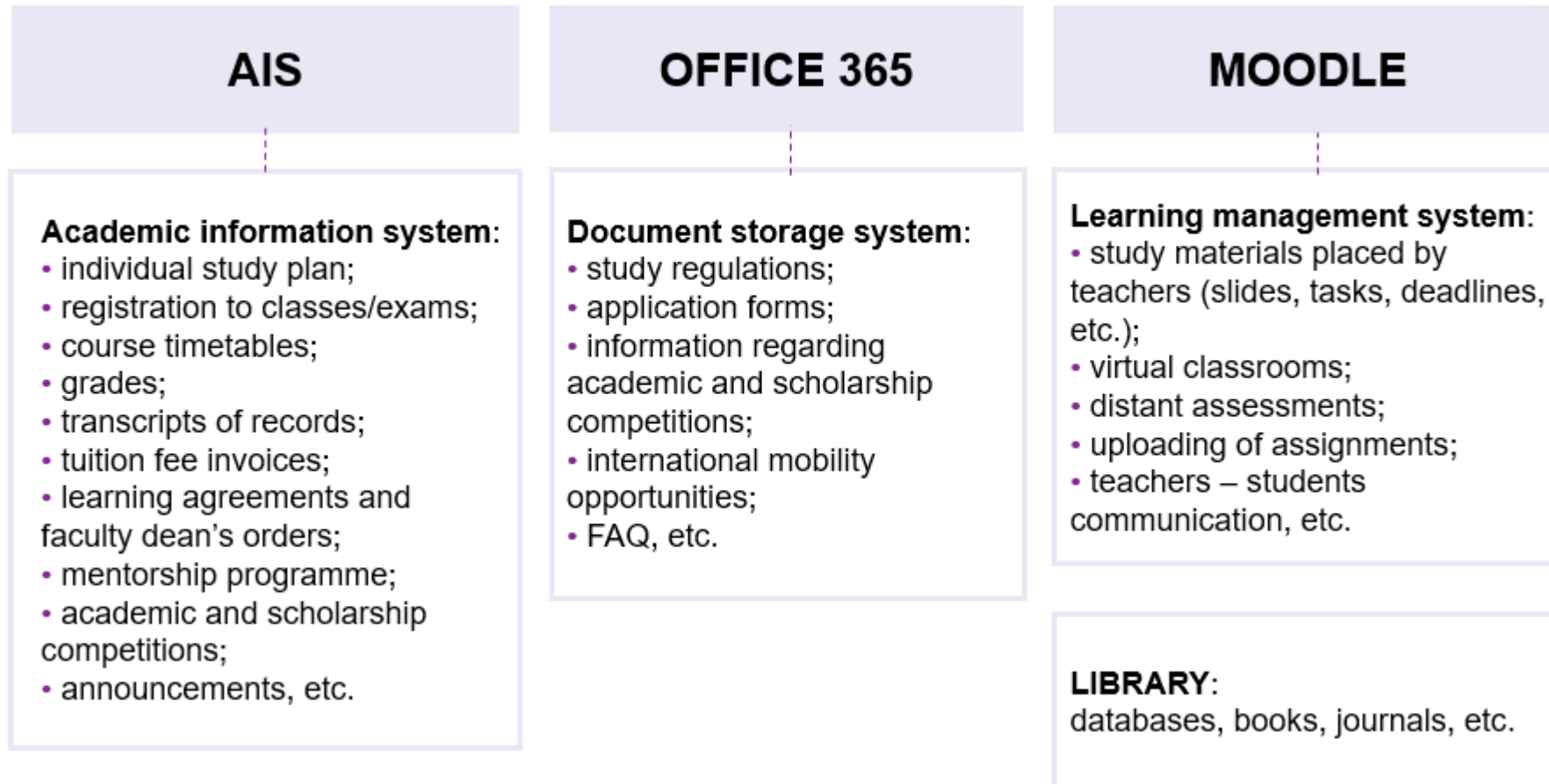
Before submitting an appeal, **consult your faculty's Study Centre** on the regulations concerning the matter.

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

Virtual platforms

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

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



The same login is used for all virtual platforms.

To ensure **high-quality studies and student satisfaction**, the University collects 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.

Student feedback is included in the **study quality improvement process**.

QUESTIONS ABOUT STUDIES

Faculty Study Centre, International Relations Coordinator

<https://en.ktu.edu/studies/faculty-contacts/>

GENERAL QUESTIONS

KTU Career and Service Centre

klausk@ktu.lt

+370 614 20 055

