APPROVED BY
St. Ignatius of Loyola College Director
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ST. IGNATIUS OF LOYOLA COLLEGE STUDY PROCEDURES

I. GENERAL PROVISIONS

1.1. St. Ignatius of Loyola College study procedures (hereinafter referred to as the study procedure) establishes the system of the study programme of St. Ignatius of Loyola College (hereinafter – the College), conditions of graduation, conditions of organisation of studies, assessment system, rights and duties of students, their relations with the College.

1.2. Studies conducted at the College are organised in accordance with St. Ignatius of Loyola pedagogical paradigm to educate practice-oriented professionals with a professional bachelor's degree.

1.3. **Key concepts:**

1.3.1. **Higher college education** – education acquired in Lithuanian higher education institutions after the completion of college study programmes, according to which a higher education qualification is granted, or recognised by the competent authority as equivalent education.

1.3.2.**Academic debt** – the cumulative mark for the course/module is less than 5 or the examination or other final assessment is failed during the assessment period.

1.3.3.**Part studies** – a person's learning of individual study subjects/modules (their groups), which are assessed and approved by a certificate. The learner has the status of an auditor or studies according to an individual study plan.

1.3.4.**Partial studies** – learning of a student of a foreign higher education institution according to the part of the study programme that provides knowledge and skills, which are assessed and confirmed by a certificate.

1.3.5.**Lecturer–** a person whose main activity is to educate and teach students in a higher education institution.

1.3.6.**Diploma** – a document certifying the qualification degree awarded to a person.

1.3.7.**Diploma Supplement** – an integral part of the diploma, a document supplementing it, providing information about the content of the acquired higher college education.

1.3.8.**ECTS** (European Credit Transfer System) – the European Credit Transfer System is related to academic mobility, which allows to evaluate and compare the learning outcomes and to recognise them in another higher education institution.

1.3.9.**Examination** – determination and assessment of the level of knowledge, understanding and skills that a student/auditor had to acquire while studying a certain study subject/module.

1.3.10. **Student in good academic standing** – a student without academic debts, having fulfilled all the requirements for the study programme during the evaluation period and having achieved an excellent or typical level of achievement.

1.3.11. **Individual study plan** – at the reasoned request of the student/auditor and with the consent of the study programme committee, an individual plan is drawn up that meets his or her needs, which sets out the individual layout of the subjects studied and their settlement in modules during each semester. New study subjects that meet the needs of the student may be included in the individual study plan by changing the study subjects provided for in the study programme.

1.3.12. **Part-time studies** – a form of study by organising studies according to professional bachelor's degree granting programmes. Upon completion of these studies, college education is obtained. Part-time studies can take many forms.
1.3.13. **Full-time studies** – a form of study by organising studies according to professional bachelor's degree granting programmes. Upon completion of these studies, higher education is obtained. Classes are held at the working hours set by the College.
1.3.14. **Distance studies** – studies organised using information and communication technologies, when the study content for independent and/or partial or full contact teaching (learning) is available in a virtual teaching (learning) environment.
1.3.15. **Cumulative assessment system** – a system applied in the College for the assessment of study achievements, consisting of interim assessments, self-study and examination or project.
1.3.16. **Auditor** – a person studying in a higher education institution under a non-formal adult education programme or individual study subjects (modules).
1.3.17. **Contact work** – work where the lecturer and the student work in the same place (indoor, test field, etc.) according to the study schedule and/or where the lecturer and the student work remotely using a virtual teaching (learning) environment, video conferencing or other multimedia technologies both synchronously and asynchronously; the lecturer guides the student's learning/studying and/or supervises the student's learning/studying and/or combines learning/studying methods with the student.
1.3.18. **Informal and self-learning –** a person's independent learning during social, professional and leisure activities in order to acquire additional qualifications, improve the acquired qualification and meet cognitive needs.
1.3.19. **Professional Bachelor** – a qualification degree awarded to a person who has completed a college study programme at a college.
1.3.20. **Internship** – a part of the study programme, during which the student consolidates and improves the knowledge, skills, and value attitudes planned to be acquired in the study programme in a particular practice institution.
1.3.21. **Practical learning** – a part of the study programme, which is carried out in the environment of institutions of a higher education institution or, under contract, social partners, installed in specific study spaces. During practical training, the professional competences provided for in the study programme are being developed.
1.3.22. **Additional internship** – an internship intended to acquire additional knowledge and skills necessary for professional activities related to studies that is not provided for in the study programme. Additional internship is carried out in Lithuanian or foreign companies/organisations with which the student's additional internship agreement is signed.
1.3.23. ***Elective subjects/modules*** – study subjects that complement the general higher college or other study field education of the selected study field. These study subjects must be chosen by the student from the list provided in the study programme in accordance with the procedure established by the College. Elective study subjects complement the studied module. Elective subjects/modules **established by the College** are study subjects/modules established by the College or chosen by the student, which supplement the education of the chosen study field, general higher college or selected 3 other study fields. These study subjects/modules must be chosen by the student from the study subjects/modules offered in the study programme in accordance with the established procedure.

1.3.24. **Study credit** – a unit of the study volume, which calculates the average workload of the student required to achieve the learning outcomes.
1.3.25. **Structure of the study programme –** the structure of the study programme in the form established by the College, which meets the general requirements of the first cycle studies.
1.3.26. **Self-study work –** the student's preparation for contact work, interim evaluations, internship, examinations and other independent tasks defined in the study programme.
1.3.27. **Student** – a person studying at a higher education institution in accordance with the study programme.
1.3.28. **Studies** – studying in a higher education institution by a person with at least secondary education according to a certain study programme.
1.3.29. **Study subject** – an element of the study module that includes a specific number of study credits in the module and has a specific content that is integrated into the specific content of the entire module.
1.3.30. **Study module** – a part of the study programme that has a common goal and intended learning outcomes.
1.3.31. **Study programme** – the entirety of the implementation of the study direction (s) in a higher education institution and its description, which provides for the learning outcomes and the study content, learning activities, methods, tools, human and material and intellectual resources required to achieve them.
1.3.32. **Learning outcomes** – clearly defined statements of what the student must know and be able to demonstrate after the completion of the study module and the entire study process (programme).
1.3.33. **Study system** – a set of legal acts, regulations, rules, procedures and procedures regulating college studies.
1.3.34. **Study Agreement** – a document signed by the Director of the College or their authorised person and the student or auditor confirming the agreement between the parties, which describes the rights and obligations of both parties**.**
1.3.35. **Activities related to studies** – announcement of admission to study, consulting on studies, conclusion of agreements on studies and other activities necessary for the implementation and/or organisation of studies, as well as issuance of documents confirming the acquired higher education qualification degree.
1.3.36. **Graduation paper/project –** a student's independent scientific applied or creative project work, which is prepared and defended at the end of the studies and intended to demonstrate the achieved learning outcomes of the study programme.

II. ADMISSION TO ST. IGNATIUS OF LOYOLA COLLEGE

2.1. Admission of students/auditors to the College shall be carried out in accordance with the rules for admission to the College approved by the Director each year.
2.2. The student/auditor is admitted to the college by order of the Director.
2.3. The admission of students/auditors is organised and carried out by the Future Professions Centre.
2.4. A study agreement is concluded with an enrolled student/auditor. The agreement is signed by the student/auditor or their authorised person and the director.
2.5. Individuals with at least secondary education are admitted to college study programmes by competition, taking into account learning achievements and other criteria set by the College.

2.6. The admitted to St. Ignatius of Loyola College is considered to be those persons who meet the requirements for applicants and perform all the necessary admission procedures at the set time.
2.7. Annual tuition fees and the total number of study places according to study fields and/or study programmes, taking into account the possibilities to ensure the quality of studies, shall be approved by the Director of the College.

2.2. General admission
2.2.1. During the general admission, applicants may apply for state-funded and non-state-funded study spots.
2.2.2. Admission to the first year is carried out in accordance with the admission procedure for higher education institutions approved by the Lithuanian Association of Higher Education Institutions for General Admission (lith. *LAMA BPO*) in the current year (*LAMA BPO* admission procedure for higher education institutions) and the rules for admission to the College.
2.3. Direct admission
2.3.1. During direct admission, applicants may only apply for non-state-funded study spots.
2.3.2. The dates of organisation of direct admission shall be approved by the Director of the College.
2.3.3. An additional stage of direct admission may be carried out to vacant non-state-funded study spots.
2.3.4. Persons who have signed a study agreement to study at a non-state-funded place of study during direct admission may participate in the General Admission Competition for state-funded and non-state-funded spots. Upon receipt of the desired invitation to study, the previous study agreement may be terminated at the written request of the applicant and a new study agreement may be signed.
2.4. Admission to a higher course/semester
2.4.1. Persons who have completed secondary or equivalent education, who wish to continue their professional bachelor's studies after termination of studies or who have studied in other higher education institutions, as well as those who have graduated from vocational schools may be admitted to higher courses by means of a competition.
2.4.2. Admission to a higher course/semester shall be carried out in accordance with the Procedure for Recognition of Academic Credits at the College approved by the Academic Council and the total number of study places according to study programmes approved by the Director of the College, taking into account the possibilities to ensure the quality of studies.
2.4.3. Admission to a higher course/semester is organised by the College Director and approved by the Commission for Admission to a higher course.
2.4.4. Admission to a higher course/semester is carried out to non-state-funded study spots and formalized by the agreement between the student and the College.
2.4.5. Students of other colleges who are studying in state-funded and non-state-funded places with a study scholarship and who have submitted an application to move to St. Ignatius of Loyola College may be admitted to a higher course in accordance with the procedure established by the Government.
2.4.6. If there are differences in the scope of studies of more than 12 credits, the student may study according to an individual study plan upon application.
2.4.7. A student admitted to a higher course or higher semester must eliminate the differences in studies no later than within one year.
2.4.8. Those persons who meet the requirements for entrants and perform all necessary admission procedures at the set time shall be considered to be admitted.

2.5. Admission to partial studies

2.5.1. Admission to partial studies shall be carried out by the order of the Director of the College.

2.5.2. Students from another foreign higher education institution are admitted to partial studies.

2.5.3. Admission to partial studies is carried out by the Erasmus + Programme Coordinator, in coordination with the Head of the Study Department.

2.5.4. A student who has completed a partial study programme coordinated by the College shall be issued a certificate, which shall be registered in the General Affairs Division.

2.5.5. The certificate of partial studies shall be signed by the Director of the College, or a person authorised by them.

2.6. Acceptance of an auditor

2.6.1. Persons who, being students of the College or other higher education institutions, wish to simultaneously study individual subjects/modules taught in accordance with the study programme selected by the College and other persons who wish to acquire additional knowledge and skills, study or only listen to individual subjects/modules selected by the College may be admitted to the College as auditors.

2.6.2. The cost of an auditor's studies depends on the selected study programme and the number of ECTS credits chosen to study.

2.6.3. Admission of an auditor to part of college study programmes and partial studies or studies under non-formal education programmes are accepted by persons who have submitted a request to the College Director.

2.6.4. The studies of an auditor shall be paid for at the expense of the person or third parties.

2.6.5. Upon completion of the subjects/modules, part, partial studies, non-formal education programme of the study programme, a certificate shall be issued to the auditor. The certificate shall be signed by the Director of the College, or a person authorised by them.

2.6.6. An auditor who has studied the subjects/modules of the selected study programme, has no academic debts and has fulfilled the financial terms of the auditor's agreement, may be admitted to full-time studies of that programme by order of the director, and continue their studies by acquiring the status of a student.

2.6.7. The admission of auditors takes place twice a year: in the autumn semester and in the spring semester.

III. TRANSITION OF STUDENTS FROM ONE STUDY PROGRAMME TO ANOTHER

3.1. The student is allowed to move from one study programme to another by order of the Director. It is possible to change the study programme no earlier than after the first semester of the first study year without academic debts and by contacting the Head of the Study Department in writing no later than 10 days before the start of the new study semester.

3.2. A student studying in a state-funded place may change the study programme in the same group of study fields without losing the state funding.

3.3. A student studying in a state-funded spot, after transferring to a study programme of another group of study fields, loses state study funding and must pay the tuition fee set by the College or the difference in the tuition fee, depending on the amount of credits studied.

3.4. The student is allowed to change the study programme and the study form after the end of the semester, if there are vacancies in the intended study programme and there are differences in the scope of studies of no more than 12 credits. If there are differences in the scope of studies of more

than 12 credits, the student may be admitted to a lower course of another study programme or study according to an individual study plan.
3.5. A student wishing to move from one study form to another in the same study programme shall submit an application in writing to the Head of the Study Department no later than within 10 days of the new semester. The student shall be transferred from one form of study to another by the order of the Director in accordance with the competition procedure, if there are vacancies.
3.6. After changing the study programme/study form, the student must eliminate the resulting study differences no later than within one year after the change of the study programme or study form.

IV. STUDY SYSTEM

4.1. Forms of study implementation and ways of organisation

4.1.1. Full-time studies are carried out at the College.
4.1.2. Methods of organising studies are specified in the programmes of the studied subjects (modules).
4.1.3. Methods of study organisation used by the College in the implementation of study programmes are:
4.1.3.1. contact studies (lectures, seminars, laboratory work, exercises), professional internships, consultations, defence of independent work, taking of examinations (including final) and credits, interim and final defence of final work.
4.1.3.2. distance learning - studying using information and communication technologies; this is studying combining different teaching methods: part of the classroom sessions (lectures, seminars, discussions, assessments) is face-to-face, the other part is organised in a virtual learning environment, by videoconference.
4.1.3.3. mixed study – studies where one part is studied by distance and the other part by contact; the balance of these parts depends on the decision of the teacher; at least 50% of such studies must be contact teaching/studying.
4.1.3.4. self-study means students' self-study according to the tasks provided for in the subject (module) description and/or individual study plan.
4.1.4. The full-time study schedule can be organised on weekdays, evenings, sessions, modules.

4.2. Study programmes

4.2.1. Studies at the College are carried out in accordance with the study programmes registered in the Register of Studies, Training Programmes and Qualifications of the Ministry of Education, Science and Sports of the Republic of Lithuania.
4.2.2. At the College, study programmes may be subject-based and modular and prepared and conducted in Lithuanian and/or foreign languages.
4.2.3. Study programmes are developed in accordance with the descriptions of the relevant study field (groups of fields), general requirements for study programmes, descriptions of the study programmes to be implemented, the results of research on the need for specialists and intended competencies.
4.2.4. The study programme is prepared by the study programme committee, which operates in accordance with the regulations of the Study Programme Committee.
4.2.5.The study programme is periodically updated taking into account the proposals of students, teachers, employers, the College Strategy, mission and vision.

4.2.6. The scope of the college study programme, upon completion of which a professional bachelor's degree in the field (branch) is awarded, is not less than 180 credits and not more than 210 credits. The duration of full-time studies is 3 years.
4.2.7. Student workload is measured in credits, and one credit is measured between 27 and 30 working hours.
4.2.8. The volume of studies in full-time form for one year is 60 credits, but not less than 45 credits.
4.2.9. The study programme shall indicate what are the aims and intended learning outcomes of the study programme to be achieved by the graduate of the study programme.
4.2.10. Study subjects/modules in the Programme are divided into general, study field and elective:
4.2.10.1. at least 120 credits are allocated to achieve the results of field studies (including internship and graduation paper preparation);
4.2.10.2. the total scope of the planned internships amounts to at least 30 credits.
4.2.10.3. not less than 9 credits shall be allocated for the final work (project) or final work (project) and final examinations;
4.2.10.4. the remaining credits are allocated to the student's electives (deeper studies in the same field, study modules (subjects) of another field, additional internship, digital competence, development of other general skills).
4.2.11. Internships and other practical training provided for in the college study programme make up at least a third of the scope of the study programme.
4.2.12. Internship is the part of the studies during which the student's knowledge, skills and abilities are tested and improved in practical professional activities. Internships are divided into educational, cognitive, professional activities/final.
4.2.13. Professional internships may be conducted at the College and/or with third parties. The procedure for organising, financing, supervising and evaluating the internship is regulated by the Description of the Procedure for Organising Internships for College Students.
4.2.14. Professional internships are carried out with third parties with whom tripartite agreements have been signed (between third parties, the college and the student). These agreements shall be approved (signed) by the Head of the Study Department or a person authorised by them. If the work organised at the place of the internship does not correspond to the goals of the internship programme, the place of the internship is changed at the request of the student.
4.2.15. Non-formal education programmes registered in the register of non-formal education programmes may be implemented in the College. Learners have auditor status. The auditor is provided with access to the College library, material resources and other services of the departments servicing the studies. Upon completion of the non-formal education programme, the auditor is issued a certificate. The certificate shall be signed by the Director of the College, or a person authorised by them.

V. ORGANISATION OF STUDIES

5.1. Studies are planned, organised and conducted by the Study Department. Studies during the semester can be organised on a modular basis.
5.2. Studies are conducted in the state language - Lithuanian. Some or all of the subjects/modules of the study programme may be taught in other languages when:
5.2.1.intended learning outcomes and content are related to foreign language proficiency;
5.2.2.lectures or other academic activities are led by foreign teachers;

5.2.3.studies are carried out in accordance with international study programmes;
5.2.4.approved study programmes are conducted in a foreign language;
5.2.5.studies are carried out in accordance with international study exchange programmes.
5.3. The Academic Calendar of the College for the next academic year shall be drawn up not later than by 30th of August. The calendar shall be approved by the Director of the College. The calendar is published on the College website.
5.4. Lectures are organised for student flows and/or groups, practical work – for groups and/or subgroups, consultations – for groups and/or individually.
5.5. Study schedules shall be approved by the Head of the Study Department . Study schedules are drawn up 2 two weeks before the start of each semester. Study schedules are published in the Study Information System *Unimetis*.
5.6. Students, after interruption of studies or after study/internship abroad in accordance with exchange programmes/bilateral cooperation agreements, must return to semester studies one week before the beginning of the semester.
5.7. Students with no more than 12 credits of academic debt will be registered for the next semester. The student is allowed to liquidate academic debts no later than within one year.
5.8. Students studying in the last semester of studies are allowed to liquidate their academic debts no later than two weeks before the start of the final exam or final thesis defence week provided for in the study schedule.
5.9.Students who have not declared their intention to discontinue their studies in writing to the Programme Supervisor
5.9.1. at least one week before the beginning of the semester shall be deemed to be enrolled and continuing their studies;
5.9.2. Students returning to continue their studies after an academic leave or suspension must submit upon returning to resume their studies after an academic leave or suspension, must submit a request to the Study Programme Supervisor no later than one week before the beginning of the semester.
5.10. Student leave, unless the College decides otherwise, may be:
5.10.1. Christmas and New Year – from December 24th to January 1st;
5.10.2. Easter – one week before (after) Easter according to the calendar (Easter holidays may not be planned);
5.10.3. summer – from July 1st to August 31st (if the study plan does not provide for an internship).
5.11. Contact work and examination sessions shall take place in accordance with the schedules approved by the Head of the Study Department. Schedules are published no later than one week before the start of the semester or examination session.
5.12. Professional internships are carried out at the time specified in the study schedule. When the student's professional internship is related to the specific conditions of the internship, it may be organised at other times than specified in the study schedule.
5.13. After receiving an unsatisfactory assessment of the professional internship, the student must individually repeat the professional internship during holidays or time off from lectures.
5.14. Attendance at workshops, exercises, seminars, laboratory work, professional/educational internships is mandatory.
5.15. Students with an academic debt of no more than 12 credits may continue their studies, and students are allowed to liquidate their academic debt within one year.
5.16. A student who fails the examination or receives a negative final assessment of the study subject shall have the right to repeat the examination once free of charge and to retake it for a second time by paying a fee, which shall be determined by an order of the Director.
5.17. In the event of a negative final assessment of the study subject after the retake of the exam, the student shall be credited with the academic debt of that subject.

5.18. The student may repeat the study subject/element only after paying the fee calculated by multiplying the number of credits of the repeated study subject by the cost of one study credit specified in the study agreement.
5.19. When repeating a module, the student may be credited with the positive results of the previous mid-term examinations and repeat only those elements that have been negatively assessed. The student must pay the fee set by the College for module elements that have been assessed negatively. This fee is calculated by multiplying the number of negatively assessed study module elements by the cost of one study credit specified in the study agreement.
5.20. If the student/auditor fails to pay the tuition fee in accordance with the procedure established by the College (in case of postponement of the term – part of the tuition fee), they lose the right to pass, retake the examinations/defend the course paper/projects, defend the graduation paper. Students who fail to pay the tuition fee will not be promoted to the next semester/course and may be expelled from the college.
5.21. Students choose elective subjects/modules from the list of elective subjects/modules offered by the college. The list consists of elective subjects/modules offered by the Study Department. The list of elective subjects/modules is published in the Study Information System *Unimetis*, registration and organisation of studies is carried out in accordance with the Description of the Procedure for Planning and Organisation of Students' Elective Subjects/Modules approved by the College.
5.22. The Study Department may offer additional study subjects/modules that exceed the scope of the study programme credits. The person who has chosen additional study subjects/modules for studies is registered as an auditor. The studies of these study subjects/modules are fee-based. Upon completion of these study subjects/modules, a certificate is issued. The certificate shall be signed by the Director of the College, or a person authorised by them.
5.23. Studies at the College are possible according to an individual study plan. In the individual study plan, the duration and scope of studies of the semester may differ from the duration and scope of studies approved by the College.
5.24. An individual study plan may be drawn up for a student/auditor due to individual needs, illness and in other cases by order of the Director of the College/decision of the Head of the Study Department.
5.25. An individual study plan may be drawn up for a student/auditor in order to equalize the difference in studies (after moving from another form of study, another study programme or another higher education institution, if the study differences are more than 12 credits). An individual study plan shall be drawn up and approved by the Head of the Study Department in agreement with the student/auditor. A student studying at a non-state-funded spot of study/auditor pays in proportion to the number of credits of the study programme being studied.
5.26. For a student/auditor with disabilities and/or learning difficulties, certain study conditions may be adapted (study environment, study materials, organisation of assessments) according to their individual needs. The study process individualization plan is drawn up in accordance with the College study process individualization procedure description. The study process individualization plan is drawn up for one semester of study.
5.27. For partial studies, a student may go to another Lithuanian/foreign higher education institution to study according to an agreed part of the study programme, or a student may come from another Lithuanian/foreign higher education institution to the College to study part of the study programme (for the purpose of obtaining a diploma) at the College's referral. Assessments received by a student at a Lithuanian/foreign higher education institution shall be credited in accordance with the Procedure for Recognition of Academic Credits at the College. A certificate is issued to a student of a Lithuanian/foreign higher education institution who has studied part of a study programme at the College and the certificate is registered with the Study Department. The certificate shall be signed by the Director of the College, or a person authorised by them.

5.28. A person may study part of a college study programme. A study plan is tailored to their needs. The person who has the status of an auditor and pays for their studies at their own expense. The auditor is given the opportunity to use the College libraries and other services of the study units. Once the auditor has completed the study plan, a certificate is issued, which is registered in the Study Department. The certificate shall be signed by the Director of the College, or a person authorised by them.
5.29. A free timetable may be granted at the request of the student by a decision of the Head of the Study Department in the following cases:
5.29.1. for a student with a child under 3 years of age;
5.29.2. for a student due to pregnancy and childbirth;
5.29.3. for a disabled or chronically ill student;
5.29.4. in other cases – if the average of the student's last semester performance is not less than 9.0;
5.29.5. in exceptional cases, by the decision of the Head of the Study Department.

VI. ASSESSMENT OF NON-FORMAL AND INFORMAL LEARNING ACHIEVEMENTS

6.1. Competences acquired through non-formal and informal learning may be recognised as part of a formal learning programme or qualification in accordance with the procedures laid down by the Government or the authority authorised by the Government, as well as in accordance with the procedures laid down by the College. A person may be issued a study certificate specifying the competences.
6.2. Non-formal and informal learning achievements are recognised if they are equivalent to those achieved during formal studies.
6.3. Achievements acquired through non-formal and informal learning shall be assessed in the Competence Assessment Board established by the College. The cost of the personal assessment by the College's Competence Assessment Board is 10% (ten percent) of the amount of credits to be credited.

VII. ASSESSMENT OF LEARNING ACHIEVEMENTS

7.1. When assessing study achievements, teachers shall be guided by the principles of clarity, objectivity, impartiality, publicity of the assessment procedure, mutual respect and goodwill.
7.2. The methods, criteria and assessment system for the assessment of the learning outcomes of the study modules are specified in the descriptions of the study programme modules.
7.3. During the first session, the subject/module teacher introduces students to the aims of the study subject/module and the intended learning outcomes of the study subject/module, content, cumulative assessment system, assessment criteria, etc. Only those knowledge, skills and abilities that are provided for in the learning outcomes specified in the description of the study subject/module are evaluated. It is recommended that at least 50 % of the content of the course/module's assignments should be practical assignments.
7.4. The College uses a system of criterion-based cumulative assessment for the evaluation of study achievements, which consists of examinations, projects, testing of knowledge and skills, presentation, demonstration of practical skills, reports or diaries, essays, case studies, achievement folder, etc., depending on the field of study of the subject/module, field of study. The studies of each subject/module end with an examination or project evaluation. The cumulative mark is recorded in the journal and in the study information system. The journals shall be filled out by the lecturer no later than within 5 working days after the examination.

7.5. Examinations for subjects/modules can be scheduled during the school year, after the end of the subject/module and/or at the end of the semester
7.6. Assessment during the examination session shall be carried out in the College classrooms or at the practice sites according to the published timetable.
7.7. Assessments/examinations shall take place in writing or in writing and orally. Unless otherwise specified in the subject/module assessment methodology, the assignments must not be made known to the students before the start of the examination.
7.8. In order to ensure the objectivity of the assessment, peer assessment may be used for subjects/modules where the results are presented in a visual, audio or oral examination format. In the case of peer assessment, students are evaluated by a committee of teachers in a particular field of study, formed by order of the Director on the recommendation of the Chairperson of the Study Programme Committee, during an examination or the defence of an independent thesis (project).
7.9. During the assessment/exam, students are to follow the prescribed procedures, to complete the assignments in good faith and not to interfere with the performance of others. If the fact of dishonesty is discovered, the lecturer must report the incident in writing to the Head of the Study Department. The Head shall address the Chair of the Academic Ethics Committee of the College in writing regarding possible violations of ethics. In the event of repeated dishonesty, the student may be expelled from the College.

Assessment Result (Passed, Failed)	Mark	Level of achievement of learning outcomes in a study module %	Description
Passed	10 (excellent)	97-100	Excellent, exceptional knowledge and skills
	9 (very good)	91-96	Strong, good knowledge and skills
	8 (good)	81-90	Above average knowledge and skills
	7 (average)	71-80	Intermediate knowledge and abilities, there are minor errors
	6 (satisfactory)	61-70	Knowledge and skills are below average, there are errors
	5 (poor)	51-60	Knowledge and skills meet the minimum requirements
Failed	4 3 2 1	50 and below	Unsatisfactory

7.10. Each student of the College shall be assigned an identification number (student ID in the information system of studies *Unimetis*), which shall be recorded in all their documents, journals, academic debt slips, study credit cards, student's personal file, etc.
7.11. The mapping of the levels of study achievement to the ten-point grading system used in Lithuanian higher education institutions is carried out by assigning the grades of the ten-point system

to three levels of study achievement modules: excellent (10 and 9), typical (8 and 7) and threshold (6 and 5).
Learning Outcomes Rating Scale:
7.11.1. an *excellent* level of achievement is attributed to a student who: knows the latest sources, theory and principles of the study module (field) and is able to create and develop new ideas; is able to apply knowledge and solve complex and atypical problems of the study field and related professional activities; is able to independently collect, evaluate, interpret data and make decisions based on them; is able to logically convey information, ideas, problems and solutions when communicating with specialists of his or her study field and other study fields; has the learning abilities necessary for further studies and independent learning;
7.11.2. a student is assigned to a *typical* level of achievement who: knows the most important theories and principles of their study module (field) and can justify the essential achievements of the study field; is able to apply knowledge when solving standard problems of their study field or related professional activities; is able to independently collect, evaluate and interpret their study field data necessary for decision-making; is able to convey the usual information, ideas, problems and solutions of the study field; has the learning abilities necessary for further studies and independent learning;
7.11.3. a student is assigned to the *threshold* level of achievement who: knows the most important theories and principles of their study module (field); is able to apply knowledge in solving simple problems of their study field; can participate in collecting, evaluating and interpreting the data of their study field necessary for making decisions; is able to convey basic information, ideas and problems of the study field; has independent learning abilities.
7.12. The assessment period shall be one academic year starting on September 1st and ending on August 31st.
7.13. The student is introduced to the assessments of the completed tasks. After publishing the results of the assessment, the course/module lecturer must inform interested students of the main weaknesses and errors in their work.
7.14. The main study accounting documents at the College are journal and summary of the group's progress. Each lecturer is responsible for the accounting of the learning outcomes, and its supervision is carried out by the curriculum supervisor.
7.15. A student may, for a justified reason, be granted an extension of the settlement period for the modules studied in a semester by order of the Director. The document supporting the justifiable reason must be submitted to the curriculum supervisor no later than 5 days after the need to extend the settlement period of the modules studied in the semester arises.
7.16. Academic debt is defined as the failure to pass an examination or other final settlement within an assessment period not exceeding one academic year.
7.17. If the student has not turned up for assessment, a 'no-show' is entered in the journal and the academic debt is recorded.
7.18. A student on a study break or academic leave may repeat or retake individual courses/modules for which they have academic debts. The student pays for the number of credits repeated.
7.19. If a student does not wish to repeat a failed module, they may be removed from the student list for failure to pass.
7.20. At the end of the assessment, students may express to the lecturer their opinion on the methods, form and procedure for the assessment of the course (module) teaching and learning achievements.
7.21. A student who disagrees with the final assessment of a subject (module) shall have the right to appeal to the Head of the Study Department no later than within three working days from the publication of the final assessment of the subject (module). The procedure for lodging appeals, the establishment of the Appeals Board, the hearing of appeals and the adoption of decisions shall be governed by the Appeals Regulations of the College.

7.22. The learning outcomes achieved by the student upon completion of the subject (module) are assessed by assigning them to the achievement level.
7.23. The level of the student's study achievements is determined and compared with the level of the study achievements of the respective study field and form of the same course in which he or she studies each year, at the end of each study year.

VIII. TERMINATION, RENEWAL AND EXPULSION OF STUDENTS FROM THE COLLEGE

8. Termination, renewal of studies and expulsion of students from the College.

8.1. The conditions for termination of studies shall be laid down in the study agreement between the College and the student.
8.2. The agreement between the College and the student expires:
8.2.1. Upon graduation and issue of the diploma and diploma supplement to the student.
8.2.2. When a student is removed from the student lists.
8.2.3. After transferring to study at another institution.
8.3. A student shall be removed from the list of students in the following cases:
8.3.1. At own request.
8.3.2. Failure to return on time, without good reason, from academic leave or study break.
8.3.3. Failed to defend/did not defend the final paper/project, failed/did not take the final exam.
8.3.4. Upon the death of the student.
8.3.5. Failed to achieve the results provided for in the description of the study programme due to non-performance.
8.3.6. In the event of a gross violation of the College Statute, the Code of Academic Ethics, the Study Procedure, internal procedure and discipline, and other legal acts regulating studies.
8.3.7. For non-fulfilment of financial obligations to the College.
8.3.8. Upon conviction, which resulted in a student being sentenced to a term of imprisonment, is finalized.
8.3.9. Provided false and misleading data, information or documents, as a result of which the study agreement could not be concluded, performed or fulfilled.
8.4. Upon request, an academic certificate shall be issued to the withdrawn student, indicating the courses/modules taken, the number of credits taken, and the grades achieved. The academic certificate shall be registered with the Study Department, the certificate shall be signed by the director, or a person authorised by him.
8.5. Persons who have studied in state-funded study spots and persons who have received a study grant, have been expelled from the College or have discontinued their studies, shall be obliged to repay to the state budget the funds allocated for the payment of the tuition fees for the state-funded study spots, or a part of the funds, in the cases and in the procedure established by the Government.
8.6. A student shall be expelled from the College and removed from the lists of students on the recommendation of the Head of the Study Department – by order of the Director.
8.7. A student who has been expelled from the college or terminated the studies from a further than the first semester may return to a non-state-funded place of study, to the semester/module from which they have been expelled. Previously completed study subjects/modules at the College shall be credited in accordance with the Procedure for Recognition of Academic Credits at the College.

Differences in the study programme resulting from a change in the study programme may be eliminated within a maximum of one year after the resumption of studies.
8.8. Studies shall be resumed upon the student's written request to the Director of the College. It is permitted to resume studies on the day following the date of the order or from the date specified in the Director's order.
8.9. A student who resumes studies after their termination shall be admitted to a non-state-funded spot of study.
8.10. A person who has been expelled from the college for violations of the provisions of the Statute, the Code of Academic Ethics or the legal acts regulating the internal procedure of the college may resume studies not earlier than one year after the date of expulsion from the college.
8.11. A person may not resume studies according to the study programme that has been removed from the Register of Studies, Training Programmes and Qualifications. They may be admitted to the chosen study programme in accordance with the procedure established by the Academic Council, including the results of their previous studies.
8.12. **Two cases of study interruption** are possible: study interruption and academic leave.
8.13. The student may take academic leave due to illness, on the recommendation of a doctor or a consulting commission of doctors, or due to pregnancy and childbirth, childcare. The student may also take an academic leave once during the study period for personal reasons, but for a period not exceeding one year of study (hereinafter – study break). In both cases, the student does not lose the status of a student and the right to continue studies at a state-funded spot of study after the academic leave, if they studied at a state-funded place before going on academic leave, students who studied at a non-state-funded place after the study break or academic leave return to studies under the same study funding conditions.
8.14. A student who is temporarily unable to continue their studies due to illness, pregnancy, childbirth and childcare shall be granted academic leave at the request of the student upon submission of a certificate from a doctor or a consulting commission of doctors or a child's birth certificate.
8.15. Students performing military duty shall be granted academic leave upon presentation of documents certifying their military service.
8.16. Study break may be granted at the request of the student for important personal reasons. The study break shall be granted by a decision of the Study Department, by an order of the Director. The order specifies the date of return to studies.
8.17. The student must return from the study break one week before the beginning of the semester, in the last semester of the studies – no later than by the beginning of the preparation of the final thesis provided for in the study schedule.
8.18. The study break shall be granted for a period not exceeding one calendar year.
8.19. The study break is not granted in the first semester of the first year of study and those with financial debts. The study break can be granted once during the entire study period.
8.20. After a break in studies, a student who continues their studies shall pay the tuition fee for the differences in the study programme resulting from the change in the study programme and/or repeated courses/modules, determined in accordance with the Outline of the Procedure for Payment, Repayment and Collection of Tuition Fees and Fees for Services Related to Studies at the St. Ignatius of Loyola College.

8.21. After the interruption of studies for 2 semesters, the progress achievements of these students shall be recalculated by comparing them with the level of achievements of students of the same study cycle, the same field of study, the same form of study, and the same year of study, in accordance with the procedure of rotation of the College's students and the procedure of filling the vacant state-funded study places.
8.22. A student on academic leave or study break shall not be awarded an incentive and/or targeted scholarship.
8.23. Continuation of studies after the academic leave or study break is allowed, upon the student's request, to the Head of the Study Department, by order of the Director.
8.24. A student may be reinstated to their studies before the end of the period of interruption of studies by submitting a request on behalf of the Head of the Department of Studies.
8.25. A student who fails to return from academic leave or study break in time shall be removed from the student list in the autumn semester no later than September 25th, and in the spring semester no later than February 25th, except for students in their final semester of study, who shall be removed from the student list if they fail to return from academic leave or study break before the start of the final thesis preparation scheduled in the study schedule.

IX. GRADUATION

9.1. College studies shall be completed by assessing the level of achievement of study objectives and learning outcomes, the forms of which are as follows: final thesis/project (hereinafter – FT/FP); or FT and final exam (hereinafter – FE).
9.2. A person who is considered to have completed college studies when he or she has fulfilled all the requirements of the selected study programme, defended the final thesis/final project (FT/FP), if it is provided for in the study programme, has passed the FE. The date of the end of studies shall be the date specified in the Director's order for the award of the diploma/academic certificate and the date of removal from the lists of students.
9.3. Graduates of college studies shall be awarded a professional bachelor's qualification degree, corresponding to the sixth level of the Lithuanian Qualifications Framework and the European Qualifications Framework for Lifelong Learning, confirmed by the professional bachelor's diploma issued by the College and the diploma supplement.
9.4. Auditors, students who have studied selected study subjects (modules) at the College but have not completed the entire study programme may be issued an academic certificate confirming the acquired study results in accordance with the procedure established by the Director or their authorised person.
9.5. Students' FT/FP/FE results are evaluated by the Qualification Commission.
9.6. FT/FP/FE Qualification Commission is appointed for one year to evaluate the results of graduation of each study programme. The minimum number of commission members is 5 (of which 2 are non-College members). The Commission is usually chaired by a representative of the employers. Representatives of the social partners, researchers and specialists (practitioners) in the field may be members of the Commission.
9.7. The Qualification Commission and its Chairman shall be appointed on the recommendation of the Head of the Studies Department of the College and by order of the Director.
9.8. The preparation and defence of the final thesis/final examination shall be permitted after all practical training/internships has been completed and all requirements stipulated in the programme of study and the obligations stipulated in the study contract have been fulfilled.

9.9. The structure, scope, content of preparation and defence of the Graduation Paper shall be regulated by the Description of the Procedure for the Preparation and Defence of Graduation Papers (Projects), Storage and Final Examination Organisation.

9.10. A person who has not obtained a grade lower than 8 (good) during their studies, who has a weighted average of at least 9.5 in their final grades and who has defended their thesis and/or passed the qualifying examinations with a grade of 9 (very good) or 10 (excellent), shall be awarded the Bachelor of Professional Studies diploma with distinction.

9.11. No later than 2 working days before the date of issue of the diploma, the graduate must fully settle with the College by presenting the settlement sheet to the Study Programme Curator.

9.12. A person who has lost the diploma and/or its supplement may apply in writing to the Curator of the College Study Programme for the issuance of a copy. Before issuing a copy of the diploma and/or its supplement, the student must pay to the College a fee to the College's bank account in the amount determined by the Director's order.

X. RIGHTS AND DUTIES OF STUDENTS AND AUDITORS

10.1. Students have the right to:

10.1.1. study according to the chosen study programme;

10.1.2. study according to an individual study plan, in accordance with the procedure established by the College;

10.1.3. study according to more than one study programme or other study modules in the same or another higher education institution;

10.1.4. assess the quality of the teaching and provision of the study subject/module studied.

10.1.5. choose lecturers if the same study subject/module is taught by several lecturers;

10.1.6. propose a topic for your final thesis or choose from several proposed topics;

10.1.7. be assessed for work by alternative assessment methods if they have a disability which prevents them from being assessed in accordance with the established procedures, and the alternative assessment method ensures that the learning outcomes are achieved;

10.1.8. apply to the College administration with a request that the results of studies at the same or another higher education institution be credited;

10.1.9. address the administration of the College, the Dispute Resolution Commission, the Ethics Committee and/or another body regarding the violation of their interests;

10.1.10. terminate and resume studies in accordance with the procedure established by the College;

10.1.11. take an academic leave for reasons of illness, on the recommendation of a doctor or a medical advisory board, or for pregnancy and childbirth, or for childcare, or to perform compulsory initial military service, as well as once during the period of studies for personal reasons, but for a period not exceeding one academic year, without losing their status as a student and the right to continue their studies at a state-funded place of study after the period of study leave, if they were studying at that place prior to the period of academic leave;

10.1.12. freely express their thoughts and views;

10.1.13. participate in the management bodies and in the self-government of academic units in accordance with the procedure established by the legal acts of the College;

10.1.14. elect a student representation and be elected to it, freely assemble into other associations;

10.1.15. carry out a voluntary internship or internship, which is not part of the study programme;

10.1.16. receive information from the College and its departments on study issues;
10.1.17. apply for a vacant state-funded study spot or for compensation for study fees in accordance with the procedure established by the College;
10.1.18. study in foreign higher education institutions in accordance with international student exchange programmes;
10.1.19. use classrooms, library and information resource centre, laboratories, other study equipment and facilities in the course of their studies in accordance with the procedure established by the College;
10.1.20. exercise other rights established by laws, the College Statute and other legal acts.

10.2. Duties of students:

10.2.1. to comply with the terms and conditions of the student's study agreement, to study responsibly.
10.2.2. to comply with the requirements provided for in the study programme and achieve the results provided for in the study programme description.
10.2.3. to comply with the Statute of the College, the Study Procedure and other legal acts regulating studies at the College;
10.2.4. to comply with the decisions of the management and self-government bodies of the College, the orders of the Director and the Head of the Study Department, and the lawful requirements of lecturers;
10.2.5. in the cases and in accordance with the procedure established by the legal acts of the Republic of Lithuania to repay the loans granted for the payment of studies.
10.2.6. to respect the property of the College.
10.2.7. to comply with the Code of Academic Ethics of the College, the Law of the Republic of Lithuania on Science and Studies, the Statute of the College, the Study Procedure and other requirements of the legal acts regulating studies at the College;
10.2.8. upon graduation or suspension of studies, to settle with the College by submitting documents of the appropriate form with signatures confirming the settlements.
10.2.9. the relationship between the Auditor and the College shall be formalized by a contract in accordance with the procedures laid down by the College.

10.3. The auditor shall have the right to:

10.3.1. choose lecturers if the same study subject/module is taught by several lecturers;
10.3.2. use classrooms, library and information resource centre laboratories,
, other study equipment and facilities in the course of their studies in accordance with the procedures established by the College;
10.3.3. assess the quality of the teaching and provision of the study subject/module studied;
10.3.4. address the administration of the College for violation of its interests;
10.3.5. freely express their thoughts and views;

10.4. The auditor's duties:

10.4.1. to comply with the requirements of the individual study plan;
10.4.2. to comply with the requirements of the agreement between the College and the study auditor;
10.4.3. to respect the property of the College.
10.4.4. to comply with the Code of Academic Ethics of the College, the Law of the Republic of Lithuania on Science and Studies, the Statute of the College, the Study Procedure and other requirements of the legal acts regulating studies at the College;
10.4.5. upon graduation or suspension of studies, to settle accounts with the College in accordance with the procedure established by the College.

XI. STUDENT INCENTIVES AND PENALTIES

11.1 Students may be incentivized for high study results, for achievements in the fields of science, sports, culture, art, active academic, pastoral and social activities, for promoting the name of the College.

11.1.1. Forms of incentives:

11.1.2. Letter of appreciation;

11.1.3. Incentive scholarship;

11.1.4. The right to represent the College in foreign institutions and organisations;

11.2 Recognising truth, knowledge and understanding as the highest values of study, and expecting to be trusted and to be judged fairly for their achievements, students and auditors of the St. Ignatius of Loyola College commit themselves to the principle of academic integrity.

11.3. Penalties shall be imposed for:

11.3.1. failure to comply with the student's obligations.

11.3.2. violations of academic integrity norms.

11.3.3. plagiarism – submitting other people's ideas as their own.

11.3.4. fraud in assessments for the courses or part thereof - during colloquiums, credits, examinations, etc.

11.3.5. counterfeiting - when the written work evaluated by the lecturer is corrected without the consent of the lecturer, when lecturers' signatures, certificates, other documents are counterfeited; when data or results of academic tasks are counterfeited.

11.3.6. assisting another by committing a dishonest academic act: plagiarism, fraud or counterfeiting.

11.3.7. bribery - the offering or giving of remuneration for academic services (personal or group).

11.4. Forms of penalties:

11.4.1. Warning;

11.4.2. Reprimand;

11.4.3. Expulsion from the College.

11.5. Documents on student incentives and penalties shall be stored in the student's personal file.

11.6. Incentives and penalties may be imposed by the Director and/or the Head of the Study Department in accordance with the Procedure for Granting Incentives and Penalties to Students agreed with the student representation.

XII. PAYMENT FOR STUDIES

12.1. Entrants to college studies shall be admitted to state-funded or non-state-funded study spots.

12.2. The payment of students and auditors for studies shall be governed by the Description of the Procedure for Payment, Repayment and Recovery of Fees for Studies and Services Linked to Studies approved by the College.

XIII. APPROVAL AND ENTRY INTO FORCE OF THE PROCEDURE

13.1. The procedure, its amendments shall be approved by the Academic Council.

13.2. The Procedure shall enter into force on 1 September 2025.