

APPROVED by
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GUIDELINES FOR THE MAKING OF INDIVIDUAL STUDY PLANS OF THE STUDENTS OF KAUNAS UNIVERSITY OF TECHNOLOGY

CHAPTER I GENERAL PROVISIONS

1. The Guidelines for the Making of Individual Study Plans of the Students of Kaunas University of Technology (hereinafter – Guidelines) establish the procedure for the preparation of a draft study plan, selection of study plan alternatives and study modules, making and correction of individual study plans, and marking of study modules in the Academic Information System (hereinafter – AIS) of Kaunas University of Technology (hereinafter – University) for the students and unclassified students of the first and second cycle, integrated and professional studies (hereinafter – students).

2. The Guidelines are prepared following the Law on Higher Education and Research of the Republic of Lithuania, the Academic Regulations of Kaunas University of Technology, The Guidelines for the Procedure of Management of Study Programmes of Kaunas University of Technology and other legislation regulating studies.

3. The process “Make Individual Study Plans for Students” is prepared according to the Guidelines and presented in the Appendix to the Guidelines.

4. A student’s individual study plan (hereinafter – study plan) is a set of compulsory study modules and study modules chosen by the student for one academic year according to the composition of the study programme being studied. In the case of an unclassified student, the study plan is drawn up for one semester of studies from a set of modules in the study field or the unclassified student may freely choose from all the University’s study modules.

5. The study plans of all students are made, corrected, approved and administered in the University’s AIS.

CHAPTER II RESPONSIBILITIES OF THE PARTICIPANTS IN THE MAKING OF STUDY PLANS

6. **The Department of Academic Affairs** is responsible for:

- 6.1. regulation of the making of study plans;
- 6.2. Insurance of a smooth and efficient process of the making of study plans at the University level;
- 6.3. management and development of the study plan subsystem in the AIS;
- 6.4. coordination of the selection of study plan alternatives by students within the deadlines set out in the University’s academic calendar;
- 6.5. Provision of general information to students about the process of making a study plan.

7. **The faculty’s vice-dean for studies** is responsible for:

- 7.1. insurance of a smooth and efficient process of making and correcting the study plans of students of the faculty;
- 7.2. insurance that the data required for making the study plans are available, including coordinating the approval of the modules to be taught under the procedures set out by the University;
- 7.3. organisation of the selection of student plan alternatives and study modules (hereinafter – modules) to the faculty’s students;

7.4. coordination of the plan of partial studies of a student going for partial studies at another higher education institution with the head of the study programme or the manager of competence;

7.5. coordination of the plan of partial studies of a student coming to study at the University from another higher education institution with the head of the study programme and/or the international relations coordinator;

7.6. notification of the parties involved in the making and correcting of the study plans of the faculty's students of the deadlines of the process.

8. **The head of study programmes** (hereinafter – HSP) is responsible for consulting students about the selection of study plan alternatives and optional modules.

9. **The manager of competence** is responsible for consulting students about the selection of the competence and competence modules.

10. **The study programme administrator of the faculty** is responsible for the preparation of the composition of the study programme, which is automatically used for the preparation of the draft study plan in the AIS, in the AIS according to the information submitted by the field's study programme committees.

11. **The administrator of studies of the faculty** (hereinafter – faculty administrator) is responsible for:

11.1. making, correction and administration of the study plans and data of the faculty's students according to the Guidelines and within the deadlines set out in the University's academic calendar;

11.2. checking the draft study plans used for the preparation of the study plans of the faculty's students and informing the Department of Academic Affairs about any noticed technical errors and/or errors in the composition of the study programme;

11.3. cooperation with responsible employees of other academic and non-academic departments to collect information required for the making and correction of study plans;

11.4. consulting the faculty's students about the process of making the study plan and informing them about changes to the study plan.

12. **The international relations coordinator of the faculty** (hereinafter – IRC) is responsible for:

12.1. administration of the processes related to partial studies abroad and the preparation of documents of studies;

12.2. coordination of changes to the study plan of a student going on partial studies at a foreign higher education institution and/or coordination of the plan of partial studies of a student coming to study at the University from a foreign higher education institution with the HSP and the vice-dean for studies.

13. **The student** is obliged to:

13.1. make a study plan in the AIS within the deadlines set out in the University's academic calendar: select alternative and optional modules for one academic year, for both semesters of studies (autumn and spring) at once;

13.2. when allowed to personalise their studies, responsibly select the study plan alternative and the alternative and/or optional modules, and take into account the pre-requisites for the module;

13.3. check their study plan before the beginning of the academic year and immediately notify the faculty administrator of any errors in the data of the provisional study plan or modules;

13.4. in case of departure for partial studies at another higher education institution, changes to the study plan should be coordinated with the IRC and/or the vice-dean for studies.

CHAPTER III PREPARATION OF DRAFT STUDY PLANS

14. A draft study plan is a preliminary study plan consisting of the compulsory and optional modules delivered in the respective semesters of studies according to the composition of the study programme. The study plan is marked in the AIS by a code corresponding to the code of the composition of the study programme.

15. A draft study plan may have fixed and variable parts if such parts are stipulated in the composition of the study programme:

15.1. the fixed part consists of a list of compulsory modules which are automatically uploaded into the student's plan when the draft study plan is assigned;

15.2. the variable part consists of general, alternative and/or optional modules; the content of the variable part (the recommended lists of optional modules) are determined by the study plan alternative chosen by the student.

16. The scope of a student's study plan for one academic year depends on the mode of studies:

16.1. for students studying in full-time studies, the scope of the study plan for the academic year is at least 45 credits and not exceeding 60 credits; the standard scope of the study plan for one semester of studies is 30 credits;

16.2. for students studying in part-time studies, the scope of the study plan for the academic year is at least 30 credits and not exceeding 45 credits;

16.3. the conditions set out in subparagraphs 16.1 and 16.2 of the Guidelines do not apply to unclassified students, students of partial studies from another higher education institution or the student who has recognised credits acquired in previous studies, is repeating a module or taking additional modules which are not included in the composition of the study programme being studied.

17. The draft study plan is formed automatically in the AIS according to the composition of the study programme prepared by the faculty study programme administrator in the AIS. The draft study plan is assigned to a group of students or a single student by the faculty administrator.

18. The draft study plan is assigned to a student with the language of the study programme – Lithuanian or English. The language of the modules in the study plan has to be consistent with the language of the study programme the student is studying unless the student chooses to study the study module in another language.

CHAPTER IV STUDY PLAN ALTERNATIVES

19. A study plan alternative is a set of modules in a study plan that is planned as an option in the composition of the study programme and allows the personalisation of part of a student's studies according to the chosen study field or competence. A study plan alternative is recorded in the student's data card in the AIS, indicating its type and name.

20. Types of available study plan alternatives:

20.1. **Major studies** is a study plan alternative whereby the student's study plan consists of fundamental studies and other and other modules in the main study field which are studied to develop the programme's learning outcomes. It may be chosen by the student in a competition or assigned automatically according to the composition of the programme being studied, which does not include the choice of other study plan alternatives. Compulsory modules are automatically included in the study plan at the time of the assignment of the draft study plan. Alternative modules are independently chosen by the student. Upon completion of the major studies, the graduate is awarded a qualification degree in that group of study fields. An academic transcript is issued to the unclassified student who completes studies;

20.2. **Specialisation** is a set of specific modules in the major study field which enables a student to achieve the learning outcomes in the same study field or group of study fields. A specialisation is selected by competition if the study programme includes the possibility of specialisation. Specialisation modules are included in the study plan at the time of the assignment of a draft study plan and cannot be corrected by the student, except for the selection of alternative modules. The completion of the specialisation is confirmed by an entry in the graduate's diploma supplement;

20.3. **Extended internship** is a full-semester professional internship of the first cycle studies, lasting one or two semesters and comprising a total of 30 or 60 credits. It is chosen by competition if the study programme includes the possibility of an extended internship. The modules of the extended internship are automatically included in the study plan at the time of the assignment of the draft study

plan and cannot be corrected by the student. The completed extended internship is indicated in the list of modules in the graduate's diploma supplement;

20.4. **BA+ competence** is a set of modules of the first cycle studies in the scope of 18 or 30 credits that enables students of first cycle studies to acquire additional competencies in another study field (group of fields). The competence is selected by competition. The compulsory modules of the selected competence are included in the study plan at the time of the assignment of a draft study plan and cannot be corrected by the student, except for the selection of alternative modules of the competence. The acquisition of the competence is confirmed by the University's certificate of BA+ competence and an entry in the graduate's diploma supplement;

20.5. **MA+ competence** is a set of modules of the second cycle studies in the scope of 18 credits that enables students of second cycle studies to acquire additional competencies in another study field (group of fields) or in the study field being studied. The competence is selected by competition from two pathways – Interdisciplinary Expert or Field Expert. The competence consists of three modules, which are arranged in the following order in the study plan: first module (6 credits) in the first semester of the first year, second module (6 credits) in the second semester of the first year, third module (6 credits) in the third semester of the second year. The compulsory modules of the selected competence are included in the study plan at the time of the assignment of a draft study plan and cannot be corrected by the student, except for the selection of alternative modules of the competence. Competence modules are studied in addition to the compulsory subjects for the major studies. The acquisition of the MA+ Interdisciplinary Expert Competence is confirmed by the University's certificate of MA+ competence and an entry in the graduate's diploma supplement. If the competency provides for it, the student may additionally acquire an international certificate;

20.6. **Minor studies** are a set of compulsory modules in another study field which meet the minimum requirements for the achievement of the learning outcomes in that study field, offered to students of certain first cycle study programmes to study in addition to the modules of the plan of the main study programme. The University offers a minor study programme in pedagogy, selected by competition, starting in the second semester. The content of the study programme consists of the subjects in the study field of pedagogy in the scope of 60 credits. Once a student has accumulated the appropriate number of credits in the minor study programme in pedagogy, all the assessed modules and their grades are entered in the graduate's diploma supplement of the major studies in a separate group of modules, the pedagogical qualification is awarded together with the qualification degree in the main study field, and a certificate of minor studies is issued;

20.7. **Personal Set of Modules** is a possibility of choice of modules planned in the composition of the study programme with a recommended list of optional modules in various study fields or competencies, or the possibility of selecting from all the University's modules. The data of the modules are entered in a separate group of optional modules in the graduate's diploma supplement;

20.8. **A set of modules of additional studies** is a set of study modules of the first cycle studies in the scope of at least 30 credits which enables an unclassified student of additional studies to acquire the competencies required for the studies of the chosen study field of the second cycle studies. A certificate of completion is issued to the student who has completed the additional studies, entitling him/her to apply to the study programmes in the specific study field(s) at the University.

21. The minimum number of students in the study plan alternative corresponds to the norms of pedagogical work hours in the study module, and the maximum number of students corresponds to the norms of student flows in on-campus classes, approved in the Regulations on Workload Accounting of Academic Employees of Kaunas University of Technology.

CHAPTER V SELECTING STUDY PLAN ALTERNATIVES

22. The type of study plan alternative may be assigned to the student according to the composition of the study programme or chosen by the student in a competition. The unclassified student cannot choose the study plan alternative.

23. A study plan alternative, when it is part of the composition of the study programme, is included in the standard scope of the study plan. The student is advised to consult with the HSP or the manager of the alternative, if necessary, regarding the choice of the study plan alternative.

24. The Department of Academic Affairs, in cooperation with the deans of the faculties, organises competitions for the selection of study plan alternatives for students in the AIS within the deadlines set out in the University's academic calendar: The competition for the bachelor's study plan alternatives for the first cycle students whose study programme composition includes the selection of study plan alternatives (major studies, specialisation, BA+ competence, extended internship), the competition for the MA+ competencies for the second cycle students whose study programme composition includes the selection of MA+ competencies, and the competition for minor studies in pedagogy for the first cycle students.

25. The detailed procedures for the organisation of the competitions are prepared by the Department of Academic Affairs according to the Guidelines.

26. Conditions and process of the **competition for the bachelor's study plan alternatives**:

26.1. The Department of Academic Affairs, in agreement with the vice-deans for studies, makes a list of the study programmes in which students can apply for participation in the competition and the list of the available study plan alternatives in the AIS;

26.2. The Department of Academic Affairs makes a list of students participating in the competition in the AIS;

26.3. The Department of Academic Affairs publishes the detailed organisational procedures of the competition for the vice-deans for studies and students in the AIS and by the University's email;

26.4. Students (participants of the competition) submit their applications in the AIS:

26.4.1. The student makes a list of his/her preferences from a list of available options depending on the composition of the study programme being studied: major studies, specialisation, BA+ competence, extended internship;

26.4.2. When correcting the application, the student may change, add or delete the relevant choices in the list of preferences, as well as the order in which they appear. The student may rank the choices in order of priority, and include or exclude BA+ interdisciplinary competencies, but cannot exclude the major studies, specialisations and extended internships from the list of preferences. If the application is corrected and the specified preferences are changed several times, the application approved by the student or the last revision of the application (if the application is not approved) is valid;

26.4.3. The language of the study plan alternatives cannot be chosen, but depends on the language of the student's study programme, except for the BA+ competence, which the student may choose to study in either Lithuanian and/or English language (the competence of language studies is also offered in other foreign languages);

26.5. The deans for studies and the HSP give consultations to students on the selection of study plan alternatives as required, and the faculty administrator consults on the selection process;

26.6. The Department of Academic Affairs, in cooperation with the vice-deans for studies, draws up the queues of applicants, taking into account the students' overall performance (weighting averages) in their studies at the University, the timing of the confirmation of their applications, and the selected priorities;

26.7. The Department of Academic Affairs calculates the competition results and announces them to students in the AIS and by the University's email. The Department of Academic Affairs assigns the won study plan alternative to the students who participated in the competition. For students who do not participate in the competition, the faculty's vice-dean for studies assigns the study plan alternative at his/her discretion, taking into account the minimum and maximum number of students, the language of the delivered alternatives, etc.;

26.8. A study plan alternative is only delivered if the minimum number of students is reached in the group. If an alternative is offered in several languages, it is delivered in the language(s) in which a group of the minimum number of students is formed;

26.9. The conditions for changing the assigned study plan alternatives after the competition:

26.9.1. A student submits an application for the replacement of one study plan alternative with another to the AIS before the end of the current semester, but no later than the deadline for the correction of study plans set out in the University's academic calendar (before the end of the second week of the new semester) only for objective reasons;

26.9.2. The assigned study plan alternative may be replaced by another study plan alternative or deleted only in exceptional cases, after an assessment of the circumstances of the provision of the assigned study plan alternative;

26.9.3. The student who replaces one curricular alternative with another after the first semester of its provision is required to complete and pay for the lacking credits of the modules of the other study plan alternative. After the second semester of provision, the study plan alternatives can only be changed to Major Studies or a Personal Set of Modules.

27. Conditions and process of the **competition for the MA+ competencies in master's studies**:

27.1. The Department of Academic Affairs prepares a list of competencies including their data and publishes them in the AIS;

27.2. The Department of Academic Affairs makes a list of students participating in the competition in the AIS;

27.3. The Department of Academic Affairs publishes the detailed organisational procedures of the competition for the vice-deans for studies and students in the AIS and by the University's email;

27.4. Students (competition participants) submit their applications to the AIS:

27.4.1. The student chooses his/her preferred path of master's studies – Interdisciplinary Expert or Field Expert – and the specific MA+ competence. The student may include a maximum of three Interdisciplinary Expert competencies in the list of preferences. The Field Expert competencies are automatically added to the list of preferences;

27.4.2. The student may indicate the preferences in descending order of priority in the application and rank the competencies in order of priority in the list of preferences, add new competencies or remove the included competencies. If the application is corrected and the specified preferences are changed several times, the application approved by the student or the last revision of the application (if the application is not approved) is valid;

27.4.3. The student may choose to study the competencies in Lithuanian and/or English language (the competence of language studies is also offered in other foreign languages). If the preferred competence is offered in both Lithuanian and English languages, it is included in the list of preferences in both languages. For a student studying the study programme in the Lithuanian language, a higher priority is given to the competence in Lithuanian and a lower priority is given to the competence in the English language (these priorities can be interchanged). For a student studying the study programme in the English language, a higher priority is given to the competence in English and a lower priority is given to the competence in the Lithuanian language (these priorities cannot be interchanged);

27.5. The vice-deans for studies and managers of competencies give consultations to students on the possible selection of competencies as required, and the faculty administrator consults on the selection process;

27.6. The Department of Academic Affairs forms a queue of competition participants, taking into account the timing of the confirmation of students' applications and the selected priorities;

27.7. The Department of Academic Affairs calculates the competition results and announces them to students in the AIS and by the University's email. If a student does not participate in the MA+ competencies competition and does not submit an application, he/she will automatically be assigned the competence of Field Expert after the competition;

27.8. The compulsory modules for the competence are assigned in the student's study plans by the Department of Academic Affairs. Alternative modules for the competence are individually selected by the student in the AIS within the deadlines set out in the academic calendar; if the student does not select, modules are assigned by the faculty administrator after assessing the circumstances of their provision;

27.9. The competence is only delivered if the minimum number of students is reached in the group. If an alternative is offered in several languages, it is delivered in the language(s) in which a group of the minimum number of students is formed. A competence of language studies at the selected level of the foreign language is only delivered if the group of students is formed at that level of the language (the level of the foreign language is determined during the first class for students who have chosen the competencies of language studies);

27.10. The conditions for changing the assigned competencies after the MA+ competition:

27.10.1. A student submits an application for the changes in competencies to the AIS before the end of the current semester, but no later than the deadline for the correction of study plans set out in the University's academic calendar (before the end of the second week of the new semester) only for objective reasons;

27.10.2. The assigned competence may be replaced by another competence only in exceptional cases, after an assessment of the circumstances of the provision of the competence;

27.10.3. The student who replaces one Interdisciplinary Expert competence with another after the first semester of its provision is required to complete and pay for the lacking credits of the modules of the other Interdisciplinary Expert competence. After the second semester of provision, the Interdisciplinary Expert competence can only be changed to Field Expert competence.

28. Conditions and process of the **competition for the minor studies in pedagogy**:

28.1. The Department of Academic Affairs, in coordination with the HSP, makes a list of the study programmes in which students could like to study minor studies in pedagogy on the University's website;

28.2. The Department of Academic Affairs submits a commission for student selection to the minor studies in pedagogy (hereinafter – Selection Commission) to the rector of the University for approval;

28.3. The Faculty of Social Sciences, Arts and Humanities publishes the detailed organisational procedures of the competition for the vice-deans for studies and students, who are admitted to the first year of the respective study programmes of the University in the current year, on the website of the University;

28.4. Students submit their applications for minor studies in pedagogy to the AIS, and attach the documents specified in the competition procedures to their applications;

28.5. The Selection Commission makes a list of participants, considers students' applications and selects students at a meeting of the commission according to the criteria set out in the competition procedures;

28.6. The Selection Commission notifies the students who have applied about the competition results in the AIS and by the University's email, it also notifies the vice-deans for studies and the faculty administrators of the faculties of the students who have won the competition;

28.7. The details of the study plan alternative of the minor studies in pedagogy are assigned to the student and the study modules of pedagogy are included in the study plan by the administrator of the faculty in which the student is studying;

28.8. The student is allowed to withdraw from the minor studies in pedagogy and continue his/her major studies by submitting an application to the AIS before the beginning of the new semester, but not later than by the end of the deadline for the correction of the study plans set out in the University's academic calendar (by the end of the second week of the new semester).

CHAPTER VI SELECTING STUDY MODULES

29. The student's study plan is made based on the study plan alternative chosen (or assigned to him/her) and the study plan of the study programme for one academic year, the autumn and spring semesters.

30. The Department of Academic Affairs activates the student's study plan and provides access to the review and correction of the study plan for the following academic year within the deadlines set out in the University's academic calendar.

31. The student draws up a study plan within the deadlines set out in the University's academic calendar, selecting modules in the AIS according to the options provided in the draft study plan.

32. The student may choose and include in the study plan the interfaculty alternative modules (general university studies (hereinafter – BUS), social studies, etc.), groups of alternatives and optional (Personal Set of Modules) modules according to the scopes in credits stipulated in the draft study plan, except for a student of second cycle studies who can independently include alternative modules in the study plan while an optional module is included in the study plan by the faculty administrator, according to the student's application submitted in the AIS and after assessing the possibilities of the provision of the preferred module.

33. The student can include modules in the study plan in the scope of credits corresponding to the scope in credits of the choice stipulated in the semester's study plan of the study programme. When the student chooses modules, the AIS checks the scope of the chosen modules in credits and does not allow the student to choose more credits than the scope of the modules specified in the student's study plan.

34. When a module is taught in two languages, Lithuanian and English, a student studying in Lithuanian can choose modules taught in Lithuanian or English, while a student studying in English can only choose modules taught in English.

35. The choices offered to the student are also determined by the structure of the study programme and the chosen study plan alternative: specialisation, competence, extended internship or minor studies – the faculty administrator includes the compulsory modules of these options in the study plan.

36. The professional internship module is included in the student's study plan as a compulsory part of each study programme of first and second cycle studies. The student who has chosen the study plan alternative of the extended internship can choose a one-semester or two-semester professional internship. The optional module of additional internship exceeding the scope of the study programme is included in the student's study plan by the faculty administrator.

37. Selection of optional modules:

37.1. If the draft study plan of the student of the first cycle or integrated studies stipulates a selection of optional modules for a Personal Set of Modules, the student chooses the optional modules only from the University's list of recommended modules according to the areas of competencies;

37.2. If the student of the first cycle studies is studying under the study plan alternative Personal Set of Modules, the student may choose the optional modules from the recommended list of modules by area of competence and/or by keyword (or module code) from all the modules delivered at the University;

37.3. If the draft study plan of the student of the second cycle studies stipulates a selection of optional modules for a Personal Set of Modules, but no list of optional modules is offered, the student can choose any module of the University's master's studies;

37.4. The student can freely choose modules at a level not lower than that of the study cycle he/she is studying;

37.5. If the study plan does not stipulate a free choice of modules for the Personal Set of Modules, but the student would like to take more modules than the number of modules planned for the semester, the student can search for the desired module in the University's study module search engine and submit a request to the AIS for a correction of the study plan so that the faculty administrator could include the module of the student's choice in the student's study plan;

37.6. The student who has chosen more study modules than the number stipulated in the composition of the study programme is obliged to pay the fixed tuition fee for them, except for the exceptions applied by the University.

38. When the student selects certain interfaculty alternative modules (BUS, social studies, etc.) and optional modules, the AIS applies the restriction that the student is not allowed to choose if all

available places are taken. If there are no vacancies for the desired module, the student is recommended to choose either to study the desired module in another language or choose another alternative option (another module from the same list).

39. The student must confirm his/her choice of modules in his/her study plan in the AIS. The student may modify his/her choice of modules until the study plan is confirmed. If the student does not confirm the study plan by the deadline specified in the University's academic calendar, the latest version of the study plan is valid (irrespective of whether the student has confirmed the plan).

CHAPTER VII

MAKING A FINAL STUDY PLAN AND MARKING THE MODULES THEREIN

40. The students' study plans are made within the deadlines set out in the University's academic calendar, depending on the date of the student's admission, year of studies, the student's date of resuming studies and/or the student's status.

41. If a student fails to make a final study plan by the deadline specified in the University's academic calendar, the faculty administrator makes it for the student and includes alternative and other optional modules in the student's study plan after assessing the possibilities of provision of those modules (semester, minimum number of students and availability of places).

42. If a study programme offers the possibility of studying all or part of a study programme or modules in the English language, the modules of the study programme are conducted in English upon the admission of at least one foreign student to the study programme or module, or at the request of the student group. If the minimum number of students set by the University is reached in a study programme or module, two separate groups of students for studies in Lithuanian and English may be formed.

43. The minimum number of students in a study module complies with the norms of pedagogical workload in the study module, and the maximum number of students is coordinated with the norms of student flows in on-campus classes approved by the Regulations on Workload Accounting for Academic Employees of Kaunas University of Technology.

44. The study plans of **first-year students** are made for the current academic year before the beginning of the first semester. The process of their making:

44.1. The faculty administrator checks the draft study plan for the students of the faculty and informs the faculty study programme administrator, the HSP and/or the Department of Academic Affairs about possible errors;

44.2. When a student makes a learning agreement, the faculty administrator assigns a fixed part of the study plan to the student. To the student of second cycle studies who has participated in the competition for MA+ competencies, the Department of Academic Affairs assigns the details (title, language) of the selected master's competence according to the results of the competition;

44.3. The Department of Academic Affairs prepares the AIS for the process of making the study plan and activates the making of the study plan (module selection) for students, informs students about the deadlines for making the study plan in the AIS and by the University's email;

44.4. The HSP gives consultations to students on module selection as required, and the faculty administrator consults students on the process of making a study plan;

44.5. The student independently includes general, alternative and other optional modules into his/her study plan and confirms his/her choice;

44.6. The Department of Academic Affairs and the vice-deans for studies monitor the students' selection of modules;

44.7. The vice-dean for studies assesses the possibilities of provision of the modules selected by students and informs all parties involved in the process about the non-provision of the department's modules that have failed to collect the minimum number of students;

44.8. The faculty administrator reviews the finalised and finalises the provisional study plans of students in his/her faculty, corrects them as necessary and informs students about changes to the study plans;

44.9. The faculty administrator revises the study plans of the students of first cycle studies admitted to the minor studies in pedagogy.

45. The study plans of the **upper-year students** are made in the spring semester for the next academic year. The process of their making:

45.1. The Department of Academic Affairs assigns the details (title, language) of the selected study plan alternative according to the results of the competition. The vice-dean for studies assigns the details of the study plan alternatives to students who have not participated in the competition;

45.2. The faculty administrator checks the draft study plan for the students of the faculty and informs the faculty study programme administrator, the HSP and/or the Department of Academic Affairs about possible errors;

45.3. The faculty administrator assigns the draft study plan to the student according to the student's chosen study plan alternative;

45.4. The Department of Academic Affairs prepares the AIS for the process of making study plans and activates the making of study plans for students (module selection), informs students about the deadlines for making study plans in the AIS and by the University's email;

45.5. The HSP gives consultations to students on module selection as required, and the faculty administrator consults students on the process of making a study plan;

45.6. The student independently includes general, alternative and other optional modules into his/her study plan and confirms his/her choice;

45.7. The Department of Academic Affairs and the vice-deans for studies monitor the students' selection of modules;

45.8. The vice-dean for studies assesses the possibilities of provision of the modules selected by students and informs all parties involved in the process about the non-provision of the department's modules that have failed to collect the minimum number of students;

45.9. The faculty administrator reviews the finalised and finalises the provisional study plans of students in his/her faculty, corrects them as necessary and informs students about changes to the study plans.

46. The study plans of the **students who resume studies after their interruption** are made or revised when the dean permits to resume studies. The process of their making:

46.1. If the dean permits the student to resume his/her studies, the faculty administrator transfers the student to an upper course or admits him/her to a lower course (re-admission, repeat), checks the draft study plan of the programme being studied, and informs the faculty study programme administrator, the HSP and/or the Department of Academic Affairs about any possible mistakes;

46.2. The faculty administrator assigns the draft study plan, which is valid for the students of the current semester or year of studies, to the student and prepares a personalised study plan, taking into account the data of the modules that were passed or failed before the interruption of studies and the credits acquired, in consultation with the HSP if needed;

46.3. If the draft study plan includes the possibility of alternative and/or optional modules, the student submits an application to the AIS and his/her selected module is included in the study plan by a faculty administrator;

46.4. The faculty administrator informs the student about the changes in the study plan in the AIS and by the University's email.

47. **For the students who leave for partial studies at foreign higher education institutions**, plans of partial studies are prepared instead of the standard study plans. The process of making plans of partial studies:

47.1. Before the partial studies, the student fills in a plan of partial studies under the procedure set out in the Guidelines for the Recognition of Learning Outcomes of Kaunas University of Technology, selecting the modules of another higher education institution, and coordinates it with the vice-dean for studies of his/her faculty. The vice-dean for studies consults with the HSP and/or manager of competence and confirms that the study modules chosen by the student at the other higher education institution comply with the content of the study programme studied by the student and its alternative (competence) modules, and do not duplicate the modules already studied;

47.2. If it is not possible to study the agreed modules after the signing of the learning agreement for partial studies, the student coordinates the changes to the plan of partial studies with the IRC, which, in consultation with the HSP, revises the student's plan of partial studies;

47.3. The faculty administrator replaces the student's study plan previously prepared in the AIS with a preliminary plan of partial studies by assigning a provisional University module "Partial Studies at Another Higher Education Institution" and deletes the University modules of the study programme being studied (marking the deletion by "Deleted"), except for the ones which the student is permitted to study remotely;

47.4. After the completion of partial studies, the student submits an application to the AIS for permission to resume his/her studies at the University and, for the recognition of the outcomes of partial studies, attaches the documents of the other higher education institution;

47.5. The IRC, in consultation with the HSP, prepares the card of recognition of the student's learning outcomes according to the Guidelines for the Recognition of Learning Outcomes of Kaunas University of Technology, and the vice-dean for studies approves the recognised learning outcomes;

47.6. The faculty administrator corrects the data of the study plan for the previous semester(s) (filling the plan of partial studies with modules from another higher education institution and including them, removing a provisional module from the study plan) and, if necessary, revises the student's study plan for the semester(s) of the current academic year (replacing the included University modules with other modules complying with the composition of the programme);

47.7. The faculty administrator informs students about changes in the AIS and by the University's email.

48. Procedure for making study plans for **students arriving to partial studies at the University from a foreign higher education institution**:

48.1. The student arriving from another higher education institution for partial studies coordinates the plan of partial studies with the IRC, the HSP and the dean for studies in advance, before his/her arrival at the University. Upon the student's arrival, the scope (in credits) and content of the study plan may be adjusted at the student's request or due to the specifics of the provision of the modules;

48.2. The faculty administrator assigns the chosen modules taught in the English language to the student according to the agreed study plan;

48.3. The faculty administrator informs students about the prepared study plans in the AIS and by the University's email.

49. Procedure for making study plans for **students of minor studies in pedagogy**:

49.1. The study plan of a student admitted to the first cycle minor studies in pedagogy is made by the administrator of the faculty in which the student studies. The head of the study programme in pedagogy provides the list of study modules in pedagogy to the student;

49.2. The faculty administrator includes the study modules of pedagogy in the student's study plan from the second to the eighth semester of studies, by adding a module of minor studies in pedagogy in addition to the modules of the study programme of major studies (either exceeding the plan or instead of optional modules);

49.3. The faculty administrator informs students about the corrected study plans in the AIS and by the University's email.

50. Procedure for making study plans for **unclassified students of additional studies**:

50.1. The content of the study plan for a student admitted to additional studies is coordinated by the HSP, taking into account the learning outcomes achieved in his/her previous studies;

50.2. According to the agreed study plan, the faculty administrator assigns to the unclassified student a draft study programme of additional studies including the planned set of study modules in the respective scope in credits;

50.3. The faculty administrator informs unclassified students about the prepared study plans in the AIS and by the University's email.

51. Procedure for making study plans for **unclassified students who complete individual study modules**:

51.1. The content of the unclassified student's study plan is coordinated by the vice-dean for studies, taking into account the learning outcomes the person desires to achieve;

51.2. The faculty administrator assigns the individual study module(s) of the desired scope based on the coordinated study plan;

51.3. The faculty administrator informs unclassified students about the prepared study plans in the AIS and by the University's email.

52. A study plan for an unclassified student of additional studies is drawn up for the academic year. Study plans for unclassified students and students of partial studies are drawn up for one semester.

53. A module of the study plan is taught for one semester. If the competencies developed in a module are continuous and other module(s) is/are taught in the following semester, the related modules are combined into one module and a single derived grade is provided in the graduate's diploma supplement.

54. Only the module approved under the procedure set out by the University is delivered in the current academic year. If a module which is considered to be an academic debt for a student is no longer delivered, it may be replaced by another module suitable for achieving the expected learning outcomes of the study programme under the conditions set out in paragraphs 69 and 70.

55. In the study plan, all modules are classified according to their compulsory/optional nature in the draft study plan and identified by attributes which allow modules to be assigned to particular groups of modules in the graduate's diploma supplement.

56. Available **attributes of the module:**

56.1. Compulsory is an attribute of a module which is included in a student's study plan from a fixed part of the draft study plan stipulated in the composition of the study programme; modules with this attribute are equally compulsory for all students of the study programme;

56.2. General is an attribute of a module that develops general competencies; it is selected in the study plan from the list of BUS modules provided in the draft study plan planned in the composition of the study programme;

56.3. Alternative is an attribute of a module selected in the student's study plan from the list of equivalent modules in the same study field offered in the draft study plan and stipulated in the composition of the study programme. Modules with this attribute are selected from a limited list of alternative modules;

56.4. Optional is an attribute of an independently (freely) chosen module, which may be selected from the list of modules in various study fields offered in the draft study plan or from all modules delivered at the University in the same semester;

56.5. Compulsory competence is an attribute of a module which is included in a student's study plan from the part of the BA+ Interdisciplinary or MA+ Interdisciplinary Expert's competence of the student's draft study plan and stipulated in the composition of the study programme; modules with this attribute are equally compulsory for all students of the selected competence;

56.6. Alternative competence is an attribute of a module selected from the list of modules for the competence of the BA+ Interdisciplinary or MA+ Interdisciplinary Expert offered in the draft study plan and stipulated in the composition of the study programme; modules with this attribute are selected from a limited list of alternative modules;

56.7. Compulsory internship is an attribute of a professional and extended internship module which is included in the student's study plan from the draft study plan; modules with this attribute are equally compulsory for all students of the study programme;

56.8. Optional internship is an attribute of an additional internship module which is included in a student's study plan exceeding the scope of the study programme;

56.9. Compulsory final degree project is an attribute of a final degree project module which is included in the student's study plan from the fixed part of the draft study plan stipulated in the composition of the study programme; a module with this feature is equally compulsory for all students of the study programme;

56.10. Minor is an attribute of a module in a programme of minor studies; modules with this attribute are equally compulsory for all students in the chosen programme of minor studies;

56.11. Minor internship is an attribute of an internship module of a programme of minor studies; modules with this attribute are equally compulsory for all students of the chosen programme of minor studies;

56.12. Minor final degree project is an attribute of the final degree project module of a programme of minor studies; a module with this attribute is equally compulsory for all students of the chosen programme of minor studies;

56.13. Facultative is an attribute of a module optionally studied and exceeding the scope of the study programme aiming to prepare for the studies of a compulsory module at a higher level or acquire additional learning outcomes; it is included in the study plan manually;

56.14. Differential is an attribute of a module which does not meet the intended learning outcomes of the study programme being studied and which is taken outside the composition of the study programme being studied; it is indicated in the study plan manually when a student changes his/her study programme to another study programme during continuous studies or resumes studies after their interruption in the study programme with changed composition. A module with this attribute is not included in the graduate's diploma supplement, but its completion may be certified by an academic transcript.

57. The modules stipulated in the composition of the study programme being studied are marked by the following attributes: compulsory, alternative, general, optional, compulsory internship, compulsory final degree project, compulsory competence and/or alternative competence. These modules are automatically uploaded to the study plan from the draft study plan or assigned by the faculty administrator. Modules that are not stipulated in the composition of the study programme being studied, studied optionally and/or exceeding the scope of the programme, may be marked by the following attributes: optional, optional internship, minor, minor internship, minor final degree project, differential, facultative. These modules are assigned in the study plan by the faculty administrator.

CHAPTER VIII

CORRECTING A STUDY PLAN

58. A student can revise his/her study plan by the deadline specified in the University's academic calendar.

59. After the deadline, the study plan can only be corrected upon the student's application submitted to the AIS and only with the permission of the vice-dean for studies. Corrections are made by a faculty administrator, except for the BA+ and MA+ competence modules, which changes are made by an employee of the Department of Academic Affairs.

60. The modules specified in the composition of the study programme may be replaced by modules from another higher education institution by including the learning outcomes obtained at the other higher education institution which would enable the achievement of the expected learning outcomes of the study programme.

61. If a student rejects a study plan alternative, the study plan is corrected depending on the options planned in the composition of the study programme by changing the alternative: in the case of first cycle studies – to Studies in Major Field or the Personal Set of Modules; in the case of second cycle studies – to the MA+ Field Expert Studies.

62. The student is informed about the modified study plan by the faculty administrator in the AIS and by the University's email.

63. In the student's study plan in the AIS, the faculty administrator checks the student's learning outcomes and academic debts, determines which failed modules have not been included in the current semester's study plan and, if necessary, adds them with the attribute "Pays", except for the exceptions applied by the University. If a failed module is not delivered in that semester, it is included in the current semester with the attribute "Will pay and complete next semester".

64. A student's module that was only partially assessed in previous semesters (with credit for the completion of the intermediate assignments and a negative final evaluation) is considered an academic debt and is marked as "External Examination" in the study plan.

65. Each year, when making new study plans, the faculty administrator checks the student's data of passed and failed modules and obtained credits, reviews the student's achieved learning outcomes, the composition of the study programme being studied and other factors:

65.1. whether the student has passed all the modules included in his/her study plan during the study period;

65.2. how many modules the student has passed and which modules has he/she failed (academic debts);

65.3. whether the student of the next year of studies will not be short of credits in the next semester, and how many credits he/she has acquired in total for the award of the degree (diploma, academic transcript, certificate of additional studies, BA+ or MA+ certificate);

65.4. the number of credits included for the modules from another higher education institution, and whether it exceeds the permitted limit.

66. The modules that have not been completed are deleted from the study plan of the student who has interrupted or terminated his/her studies (marked by "Deleted").

67. The student's study plan can be corrected by the instruction of the vice-dean for studies or the application submitted by the student in the AIS and with the permission of the vice-dean for studies for the following important reasons:

67.1. if the student has resumed studies after their interruption;

67.2. if the student has returned from partial studies;

67.3. if the student leaves for partial studies at another higher education institution to study the modules of another higher education institution according to the coordinated content of studies;

67.4. insufficient number of students choosing to study a module;

67.5. the module is declared as not approved or not delivered (in the case of academic debt);

67.6. the composition of the study programme or study plan alternative has been changed or is no longer delivered;

67.7. before the beginning of the delivery of the module, the teacher is no longer able to deliver the module for important reasons;

67.8. for other objective reasons.

CHAPTER IX

ADMINISTERING THE STUDENT'S FAILED STUDY MODULES

68. The student's failed module is considered an academic debt and must be studied in the next semester in which the module is delivered, except for the case specified in paragraph 73 of the Guidelines. If the failed module is directly related to another module, the subsequently linked module can only be studied after the passing of the failed module.

69. The failed module of the major study field (including specialisation and extended internship) or an optional module (Personal Set of Modules) cannot be replaced by another module. An exception applies in case of changes in the composition of the study programme or study plan alternative, the module has been declared not approved and/or not delivered, or the module has been completed at another higher education institution according to the coordinated content of studies and is recognised in the study plan; in this case, the failed module is replaced by another module in the student's study plan that will enable the achievement of the expected learning outcomes of the study programme.

70. The failed module of the study plan alternative – BA+, MA+ competencies or minor studies (if this alternative is withdrawn) – can be replaced by another module from the next semester based on the student's application submitted to the AIS for important reasons. The failed module of competence or minor studies is deleted in the new semester (marked by "Deleted") and replaced by a new module according to the composition of the study programme.

71. The failed module is transferred to the student's study plan for the next semester. The student pays the tuition fee set out by the University for the repeatedly studied module (academic debt or replaced failed module), and the module is marked by "Pays" or "External Examination" in the study plan in AIS.

72. The student pays for the module chosen by the student that exceeds the scope of the study programme being studied (outside the composition of the study programme). The student pays the tuition fee set out by the University for the additional module, and the module is marked as "Pays" in the study plan in AIS. The tuition fee for the module is not applied when the module is funded by the University (e.g., in the cases of the GIFTed Talent Development Academy, ECIU University module) and the module is marked as "Does Not Pay" in the study plan in AIS.

73. If the student has chosen the module exceeding the scope of the study programme (outside the composition of the study programme) and fails this module, by the student's application submitted to the AIS, it can be completed in a later semester or deleted from the study plan (marked by "Deleted").

CHAPTER X

FINAL PROVISIONS

74. The assessment of the modules included in the students' study plans is conducted according to the Regulations of the Assessment of Study Modules.

75. The data of the study plan and learning outcomes are processed in the AIS according to the Regulations on the Processing of Personal Data of the Students of Kaunas University of Technology.

76. In all cases not stipulated in the Guidelines, decisions regarding the making and/or correction of the study plan are made by the vice-rector for studies of the University following the Academic Regulations and other legislation of Kaunas University of Technology.

77. The Guidelines can be amended, supplemented or revoked by the order of the rector of the University.
