

APPROVED by
Order No. A-501 of the Rector of
Kaunas University of Technology of
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GUIDELINES FOR THE PREPARATION AND ISSUE OF DIPLOMAS, SUPPLEMENTS, STUDY CERTIFICATES, ACADEMIC TITLE CERTIFICATES AND DUPLICATES THEREOF

CHAPTER I GENERAL PROVISIONS

1. The Guidelines of Kaunas University of Technology for the Preparation and Issue of Diplomas, Supplements, Study Certificates, Academic Title Certificates and Duplicates Thereof (hereinafter – Guidelines) regulate the right to issue diplomas, supplements, study certificates, academic title certificates and duplicates thereof (hereinafter – education documents), the form and content of the forms, the types of diplomas, the preparation, registration, issue and write-off of education documents at Kaunas University of Technology (hereinafter – University).

2. The Guidelines are prepared following the Description of Procedure for the Preparation, Production, Accounting, Registration and Issue of Compulsory Forms for Diplomas, Diploma Supplements and Study Certificates and the Recommendations for Completing the Diploma Supplement approved by the Minister of Education and Science of the Republic of Lithuania, the Law of the Republic of Lithuania on the Production of Security Documents and Security Document Forms, the Statute of Kaunas University of Technology, the Academic Regulations of Kaunas University of Technology, and the Guidelines for the Award of the Academic Titles of Professor and Associate Professor approved by the Senate of the University.

3. The processes “Prepare and Issue Education Documents (Bachelor’s and Master’s Diplomas, Supplements Thereof, Study Certificates, Academic Title Certificates) at Kaunas University of Technology” and “Prepare, Register and Issue Education Documents (Doctoral Diplomas) at Kaunas University of Technology” are prepared according to the Guidelines and provided in Appendix to the Guidelines.

4. The Department of Academic Affairs is responsible for the preparation of the diplomas, supplements, study certificates and academic title certificates of bachelor’s and master’s studies. The Doctoral School is responsible for the preparation of doctoral diplomas.

CHAPTER II THE RIGHT TO ISSUE DIPLOMAS, SUPPLEMENTS, STUDY CERTIFICATES, ACADEMIC TITLE CERTIFICATES AND DUPLICATES THEREOF

5. Diplomas certifying the qualification degree (and professional qualification) acquired by a person are awarded to persons who have completed the study programme of the relevant study cycle and fulfilled all its requirements. The University issues three types of diplomas:

5.1. A bachelor’s diploma is awarded to persons who have completed the first cycle studies and acquired a bachelor’s degree or a bachelor’s degree and a qualification;

5.2. A master’s diploma is awarded to persons who have completed the second cycle or integrated studies and acquired a master’s degree;

5.3. A doctoral diploma is awarded to persons who have completed the third cycle studies and acquired a doctoral degree in science or arts.

6. Diploma supplements are issued together with the bachelor’s and master’s diplomas and are an integral part thereof.

7. Study certificates are issued to persons who have completed their professional studies and obtained the relevant qualification. The study certificate is accompanied by an academic transcript containing the data of the completed study modules.

8. Academic title (professor, associate professor) certificates are issued to persons who have fulfilled the requirements set by the University for obtaining academic titles.

9. A duplicate of a diploma, a supplement, a study certificate, or an academic title certificate is issued based on a person's application if the original educational document is lost or damaged.

CHAPTER III

FORM AND CONTENT OF DIPLOMAS, SUPPLEMENTS, STUDY CERTIFICATES, ACADEMIC TITLE CERTIFICATES

10. A form for an education document is a document required to be filled in using the form set out by the Guidelines with series and numbers assigned during the technological safeguards and production process.

11. The compulsory form for an education document, the printing and production of the forms comply with the Law of the Republic of Lithuania on the Production of Security Documents and Security Document Forms. The text and layout of the particulars in the forms comply with the requirements for the preparation of documents set out by the Law on the State Language of the Republic of Lithuania, the Law on Documents and Archives of the Republic of Lithuania and other legislation.

12. The departments of the University indicated in paragraph 4 of the Guidelines keep strict records of the receipt, issue and use of the forms of education documents.

13. The forms for diplomas, diploma supplements, study certificates, academic title certificates and duplicates thereof received from the printing house are accounted for in the diploma form accounting register by the Accountancy of the University.

14. The forms for education documents are stored according to the terms of storage of documents set out by the Index of General Document Retention Periods approved by the Chief Archivist of Lithuania and the documentation plan of the University approved by the rector of the University.

15. The compulsory forms and content of the forms of education documents are prepared by the departments of the University indicated in paragraph 4 of the Guidelines, coordinated with the Office of the Chief Archivist of Lithuania (regarding the form and particulars of the document form), the Service of Technological Security of State Documents under the Ministry of Finance (regarding the reference of the forms for security documents) and the National Agency for Education (regarding the assignment of the code for the document form) and approved under the procedure set out by the University. The National Agency for Education is informed about the print run of forms produced.

16. The diplomas contain the particulars set out by the Description of Procedure for the Preparation, Production, Accounting, Registration and Issue of Compulsory Forms for Diplomas, Diploma Supplements and Study Certificates approved by the Minister of Education and Science of the Republic of Lithuania.

17. The diploma supplement contains the particulars set out by the Description of Procedure for the Preparation, Production, Accounting, Registration and Issue of Compulsory Forms for Diplomas, Diploma Supplements and Study Certificates approved by the Minister of Education and Science of the Republic of Lithuania. The content of the diploma supplement complies with the Recommendations for Completing the Diploma Supplement approved by the Minister of Education and Science of the Republic of Lithuania.

18. The study certificate contains the particulars set out by the Description of Procedure for the Preparation, Production, Accounting, Registration and Issue of Compulsory Forms for Diplomas, Diploma Supplements and Study Certificates approved by the Minister of Education and Science of the Republic of Lithuania.

19. The academic title certificate contains the following particulars: the title of the certificate and the year of the award of the title, the name and code of the University, the name, surname, personal identification number (if there is no personal identification number – the date of birth) of the person whose pedagogical title is confirmed by the certificate, the series, number and the date of issue of the certificate, the name of the academic title, the signatures, names and surnames of the rector of the University, and the chairperson of the Senate of the University and the stamp of the University.

20. The duplicate of the education document contains the same particulars as the original and has the inscription “Duplicate” in the upper left-hand corner of the form. Once a duplicate document has been issued, the original is no longer valid. If the form of a person’s lost or damaged education document is no longer used, a duplicate education document in the form set out by the University is issued to replace it, containing all the information contained in the original document.

21. Bachelor’s and master’s diplomas, supplements thereof and study certificates are bilingual and issued in the Lithuanian and English languages. Doctoral diplomas and academic title certificates are issued in the Lithuanian language and, if necessary, may be translated into the English language for a fee set out by the University.

22. Bachelor’s and master’s diplomas are authenticated by the signature of the rector of the University and the stamp of the University. Doctoral diplomas are authenticated by the signatures of the rector of the University and the chairperson of the dissertation defence board and the stamp of the University. The joint diploma and supplement are authenticated by the signatures of the rectors of the universities and the stamps of the universities providing the study programme. The study certificate is authenticated by the signature of the rector of the University and the stamp of the University. The academic title certificate is authenticated by the signatures of the rector of the University and the chairperson of the Senate of the University and the stamp of the University. Duplicates of all education documents are authenticated by the signature of the rector of the University and the stamp of the University.

CHAPTER IV TYPES OF DIPLOMAS

23. There are the following types of bachelor’s and master’s diplomas:

23.1. Standard diploma is awarded to the graduate who has fulfilled the requirements of the study programme;

23.2. Joint diploma is awarded to the graduate who has fulfilled the requirements of the joint study programme;

23.3. Diploma with Honours is awarded to the graduate who meets all of the following criteria: a minimum grade of all study modules is at least 8 (or “IT” (pass)); an overall weighting grade point average is at least 9.5; a final project is evaluated 9-10; and no valid academic penalties. Grades obtained in exchange studies at another higher education institution that have not been transferred into the University’s evaluation are not included system (they may be transferred at the student’s request). The Diploma with Distinction may be awarded to persons admitted to the study programme until the AY 2021-2022 (inclusive);

23.4. Diploma Cum Laude is awarded to the graduate who meets all of the following criteria:

23.4.1. For the bachelor’s diploma: a minimum grade of all study modules is at least 8 (or “IT” (pass)); an overall weighting grade point average is at least 9.25; a final project is evaluated 9-10; a student has been advanced during the entire period of studies (no academic debts) and no valid academic penalties;

23.4.2. For the master’s diploma: a minimum grade of all study modules is at least 9 (or “IT” (pass)); an overall weighting grade point average is at least 9.5; a final project is evaluated 10; a student has been advanced during the entire period of studies (no academic debts) and no valid academic penalties;

23.4.3. Grades obtained in exchange studies at another higher education institution that have not been transferred into the University's evaluation are not included system (they may be transferred at the student's request);

23.5. The Diploma Cum Laude may be awarded to persons admitted to the study programme from the AY 2022-2023;

23.6. Diploma Magna Cum Laude is awarded to the graduate who meets all of the following criteria: meets the criteria for a Diploma Cum Laude set out in paragraph 23.4 of the Guidelines (all the criteria for a bachelor's or master's degree, as appropriate); during the period of his/her studies, has been on exchange studies or internship of at least 3 study credits, as agreed in advance with the University, using physical or blended mobility (when the credits have been included under the procedure set out by the University); and has excelled in research (artistic) activities (meets at least one of the criteria listed in paragraph 24 of the Guidelines). Diploma Magna Cum Laude may be awarded to persons admitted to the study programme from the AY 2022-2023.

24. The following criteria are applied to the award of the Diploma Magna Cum Laude (the person has to meet at least one of the criteria):

24.1. Publication of research (artistic) results: the results of the research activities have been published in at least one scientific article in a scientific journal, referenced and with an impact factor in the *Web of Science* (NTMA Sciences) database, or the *Web of Science* or *Scopus* (S Sciences) databases, or referenced in the *Web of Science* or *Scopus* (H Sciences) databases; or a scientific article in conference proceedings referenced in the *Web of Science* (NTMA Sciences) or *Web of Science* or *Scopus* (SH Sciences) databases; if the article is unpublished yet, a confirmation of acceptance for publication by the publisher, including its Digital Object Identifier (DOI). In the case of artistic studies: the results of artistic (research) works or projects have been published in at least one artistic (scientific) or cultural publication or exhibition catalogue;

24.2. Presentation of research (artistic) results at conferences and events: presentation of the results of research activities at least at one international scientific conference or international innovation competition (oral or poster presentation where the student is the first author). In the case of artistic studies: presentation of the results of artistic activities at least in a nationally recognised art event or exhibition;

24.3. Work in a research project: participation in a research project during the semester or summer internship funded by the Research Council of Lithuania; or work under an employment contract in an international, national or institutional research project for a period of at least 4 months or performance of research and experimental development work or services outsourced by an economic entity;

24.4. Achievements in scientific (artistic) competitions: an award (laureate, scholarship holder, letter of commendation from the Research Council of Lithuania) in an international or national (usually Research Council of Lithuania) competition for research or artistic work.

25. The procedure for the evaluation of the research (artistic) performance results for the award of the Magna Cum Laude diploma:

25.1. The results of research (artistic) activities have to be achieved during the period of the relevant studies of the University for which the diploma is to be awarded. The affiliation of the University has to be indicated in the results;

25.2. The student may submit copies of the documents proving the results of research (artistic) activities to the head of the study programme before the end of the penultimate month of the final semester;

25.3. The results of research (artistic) activities are evaluated by the Study Committee of the faculty at the proposal of the head of the study programme;

25.4. The Chairperson of the Study Committee of the faculty forwards an extract of the minutes of the meeting to the Department of Academic Affairs before the end of the student's final degree project defence.

26. Doctoral diplomas are standard diplomas only. Persons who have defended a doctoral dissertation at the University may be awarded a *Doctor Europaeus* certificate in addition to their

doctoral diploma certifying the internationality of their doctoral studies under the procedure set out in the Statute of the University.

CHAPTER V

PREPARATION, REGISTRATION AND ISSUE OF DIPLOMAS, SUPPLEMENTS, STUDY CERTIFICATES, ACADEMIC TITLE CERTIFICATES AND DUPLICATES

FIRST SECTION

PREPARATION, REGISTRATION AND ISSUE OF BACHELOR'S AND MASTER'S DIPLOMAS, SUPPLEMENTS AND STUDY CERTIFICATES

27. Bachelor's and master's diplomas, diploma supplements and study certificates are prepared by the Department of Academic Affairs. Within the set deadlines, the Study Centres of the faculties prepare the draft bachelor's and master's diplomas and supplements and study certificates in the University's Academic Information System (hereinafter – AIS) based on the study data stored in the AIS and submit an application for the preparation of the documents based on the drafts signed by the dean to the Department of Academic Affairs. The Department of Academic Affairs prepares and issues bachelor's and master's diplomas and diploma supplements and study certificates. Once the diploma and the study certificate have been prepared, the Department of Academic Affairs enters their numbers in the AIS graduate database. Once the diploma numbers of all graduates of a respective study programme have been entered, the diploma supplements are prepared and their numbers are entered in the AIS graduate database. The bachelor's and master's diplomas, diploma supplements and study certificates are issued within 15 days from the date of receipt of the application but within the deadline set out by the University for the issue of these documents.

28. Bachelor's and master's diplomas, diploma supplements and study certificates prepared by the Department of Academic Affairs are transferred to the employees of the Study Centres of the faculties. When receiving the prepared education documents, the employee of the University signs a delivery and acceptance certificate indicating the number of documents transferred and the date of transfer.

29. Bachelor's and master's diplomas and diploma supplements are registered at the Study Centres of the faculties in the Diploma and Diploma Supplement Register printed from the AIS. Graduates have to present an identity document and sign this register when collecting their diplomas and diploma supplements. If another person collects a diploma and diploma supplement, he/she has to present a duly executed and valid authorisation.

30. Study certificates are registered by the Study Centres of the faculties in Study Certificate Register printed from the AIS. When collecting the study certificate, the graduate has to present an identity document and sign this register. If another person collects a diploma and diploma supplement, he/she has to present a duly executed and valid authorisation.

31. Bachelor's and master's diplomas, diploma supplements and study certificates are issued to persons within the terms set out in the University's academic calendar.

32. Duplicate bachelor's and master's diplomas, diploma supplements, study certificates and original documents that have not been collected are stored in students' personal files within the terms set out in the University's documentation plan.

33. Joint diplomas and diploma supplements are prepared by the university identified in the contract on the study programme.

SECOND SECTION

PREPARATION, REGISTRATION AND ISSUE OF DOCTORAL DIPLOMAS

34. Doctoral diplomas are prepared by the Doctoral School based on the minutes of the voting of the defence board for a science (artistic) field on the award of the doctoral degree within 15 days from the date of receipt of the minutes which are issued on the day of the defence of research (artistic)

doctoral dissertation. Once the diploma has been prepared, its number, registration number, registration date and form code are entered in the AIS and the Doctoral Diploma Issue Register.

35. Doctoral diplomas are registered by the Doctoral School in the Doctoral Diploma Issue Register. The person collecting the diploma has to present an identity document and sign this register.

36. Doctoral diplomas are issued to persons within the terms set out in the University's academic calendar (they may also be issued within the terms other than those specified, for example, awarded in person).

37. The Doctoral School additionally informs the Research Council of Lithuania about the prepared doctoral diplomas under the procedure established by the Council.

38. Duplicate doctoral diplomas and original documents that have not been collected are stored in students' personal files within the terms set out in the University's documentation plan.

THIRD SECTION

PREPARATION, REGISTRATION AND ISSUE OF ACADEMIC TITLE CERTIFICATES

39. Academic title certificates are prepared by the Department of Academic Affairs according to the decree of the Senate of the University on the award of an academic title. The certificates are prepared within 15 days from the receipt of the proposal by the administrator of the Senate of the University.

40. Academic title certificates are transferred to the administrator of the Senate of the University. He/she signs a delivery and acceptance certificate indicating the number of documents transferred and the date of transfer.

41. Academic title certificates are issued to persons by the chairperson of the Senate of the University at a meeting of the Senate of the University.

42. Academic title certificates are registered by the Department of Academic Affairs in Professor and Associate Professor Academic Title Certificate Register. When collecting the certificate, the person must sign this register.

43. Duplicate academic title certificates and original documents that have not been collected are stored in students' personal files within the terms set out in the University's documentation plan.

CHAPTER VI

ISSUE OF THE DUPLICATE DIPLOMAS, SUPPLEMENTS, STUDY CERTIFICATES, ACADEMIC TITLE CERTIFICATES

44. A person who has damaged or lost a bachelor's or master's diploma, diploma supplement, study certificate or academic title certificate submits an application for a duplicate document to the Department of Academic Affairs. A person who has damaged or lost a doctoral diploma (issued from 16 April 2003) submits an application for a duplicate document to the Doctoral School. The person has to pay a fee for the duplicate document set out by the University. The person attaches an original diploma to the application if it is damaged. The person has to pay a fee set out by the University for the preparation of the duplicate.

45. The duplicate education document is prepared based on the documents and data stored in the University's AIS and archives and data reconstructed under the procedure set out by the legislation and issued within 30 days from the date of receipt of the application.

46. If the form of a person's damaged or lost education document is no longer in use, a duplicate is issued to the person using a new valid form containing all the data of the document previously issued to the person.

47. The duplicate doctoral diplomas, issued for a doctoral degree awarded before 15 April 2003, are issued based on the data available in the Information Bank of Researchers' Data, as well as the data reconstructed under the procedure set out by the legislation. These duplicates are issued by the Research Council of Lithuania. A person who has damaged or lost his/her doctoral diploma

submits an application for a duplicate to the Research Council of Lithuania, specifying the title and the year of issue of the lost diploma or submitting the damaged diploma.

48. A person who has changed the data on the gender, together with the name and surname and personal identification number in his/her identity document under the procedure established by law or by a court decision and wishes to obtain a duplicate education document containing new personal data, has to apply to the Department of Academic Affairs or the Doctoral School, as appropriate (except for the doctoral diploma issued before 15 April 2003; in this case, the person has to apply to the Research Council of Lithuania), and provide documents confirming the fact of change of personal data, and submits the education document previously issued by the University for which he/she applied for a duplicate.

49. Duplicate bachelor's and master's diplomas and diploma supplements are registered at the Department of Academic Affairs in the Duplicate Diploma, Diploma Appendix and Diploma Supplement Register. The applicants have to present an identity document and sign this register when collecting their diplomas and diploma supplements.

50. The data of the prepared duplicate bachelor's and master's diplomas, diploma supplements and study certificates are transferred to the Diploma, Certificate and Qualification Certificate Register managed by the National Agency for Education under the procedure set out by the Regulations of the Diploma, Certificate and Qualification Certificate Register.

51. Duplicate doctoral diplomas are registered by the Doctoral School in the Doctoral Diploma Issue Register. When collecting the duplicate diploma, the person has to present an identity document and sign this register.

52. Duplicate academic title certificates are registered by the Department of Academic Affairs in Professor and Associate Professor Academic Title Certificate Register. When collecting the duplicate certificate, the person must sign this register.

53. Duplicate diplomas and diploma supplements and original documents that have not been collected by graduates are stored in students' personal files within the terms set out in the University's documentation plan. Duplicates of academic title certificates and original documents that have not been collected are stored in students' personal files within the terms set out in the University's documentation plan.

CHAPTER VII

WRITE-OFF OF THE FORMS FOR DIPLOMAS, SUPPLEMENTS, STUDY CERTIFICATES, ACADEMIC TITLE CERTIFICATES

54. Used and damaged forms of bachelor's and master's diplomas, diploma supplements, study certificates, academic title certificates and duplicates thereof are written off, and damaged education documents are destroyed by a commission established by the rector of the University twice a year until the end of February and until the end of August. The write-off and destruction certificates are approved by the director of the Department of Academic Affairs.

55. Used and damaged forms of doctoral diplomas and duplicates thereof are written off, and damaged education documents are destroyed by a commission established by the rector of the University until the last day of each quarter of each year. The write-off and destruction certificates are approved by the head of the Doctoral School.

56. The write-off and destruction certificates of used and damaged education documents are stored at the Department of Affairs and the Doctoral School within the terms set out in the University's Documentation Plan.

CHAPTER VIII

FINAL PROVISIONS

57. The document certifying the acquired education is issued only after the person's settlement with the departments of the University according to the Guidelines for the Student Settlement with Kaunas University of Technology.

58. In all cases not stipulated by the Guidelines, the decisions related to the process of issuing diplomas, diploma supplements, study certificates and duplicates thereof are made by the rector of the University, and the decisions related to the process of issuing academic title certificates and duplicates thereof are made by the chairperson of the University Senate.

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