

## **REGULATIONS ON THE ASSESSMENT OF STUDY MODULES**

### **CHAPTER I GENERAL PROVISIONS**

1. Regulations on the assessment of study modules (hereinafter – Regulations) are prepared according to the Provisional Academic Regulations of Kaunas University of Technology (hereinafter – University). They regulate the system and principles for the evaluation of studies of the University students and external students (hereinafter – student, students), procedure of the assessment of study modules (hereinafter – module) included in their individual study plans as well as the accounting of study results and the requirements for the student attendance in the module's classes.

### **CHAPTER II PROCEDURE OF THE ASSESSMENT OF STUDY RESULTS**

2. The module results (knowledge, understanding, abilities) are evaluated with a mark or with evaluation IT ("Completed", "Pass"). Descriptions of the marks are provided in the Appendix to the Regulations. Module evaluation IT ("Completed", "Pass") can be applied to the modules that are not part of the study plan and acknowledgement of the results of part-time studies that are not given marks. The module results are assigned to a level of academic achievements according to Article 78 of the Law on Science and Studies of the Republic of Lithuania.

3. In order to ensure systematic and active participation of students during the whole semester of studies, the University applies a cumulative system for the evaluation of study results, in the framework of which, the final evaluation of the module consists of the marks of intermediate assessments and final assessment, multiplied by the weighted coefficients (components in percentage) and adding the multiplications. The module's programme contains the information on each task's performance time, assessment week and component in percentage.

4. The amount and component in percentage of the module's intermediate assessments are chosen by the module's coordinating lecturer. It is recommended to apply the component of at least 10% for each of the module's intermediate assessment. The intermediate assessment may consist of several smaller-scope tasks (for example, defence of laboratory works); their evaluations are summed up and entered in the University's Academic Information System (hereinafter – AIS) as one derivative mark. The lecturer may apply the additional formative evaluation form "Active participation in the module"; this component does not exceed 10% of the final mark. The student's active participation in the module can be evaluated by integrating various tasks requiring the student's input, for example, preparation for a case analysis and case analysis during the lecture, evaluating the student's preparation for the active discussion, participation in discussion or debates, etc.

5. The component of the module's final assessment (for example, examination, presentation of the project, report) is at least 30% of the module's final mark. If the module's final assessment is intended to be performed remotely, the assessment's content, procedure of its performance and evaluation criteria have to be approved at the meeting of the committee of study programmes of the field coordinating the module; this information has to be provided to the Department of Academic Affairs.

6. The additional formative evaluation is applied in the module; based on this evaluation, the student's achievements are not evaluated with a mark. The formative evaluation includes constant constructive feedback (both written and oral) on the learning achievements and achieved progress provided to students by the lecturer.

7. During the first class of the module (hereinafter – class), the lecturer introduces the module programme, objectives and the expected study results to students, informs them about the evaluation procedures of the module results and the evaluation structure (the share that each specific assessment constitutes in the final mark), the evaluation criteria and the requirements for student attendance in the module's classes. All these requirements are available for students in the module programme in the University's AIS and Virtual Learning Environment Moodle (hereinafter – Moodle); it is the students' responsibility to get acquainted with the module programme and requirements. The lecturer may additionally evaluate the presentation of the work prepared by a student, the correctness of language, and other aspects related to the quality of task performance, or refuse to accept the work that does not comply with the formal requirements.

### **CHAPTER III PRINCIPLES OF THE ASSESSMENT OF STUDY RESULTS**

8. The following principles are applied for the evaluation of study results at the University:

8.1. Validity (evaluation is aligned with the study programme (module) objectives; it measures the study results in the light of the achievement of these objectives);

8.2. Reliability (the obtained information on the evaluation and the evaluation results are objective and do not change under a different assessor);

8.3. Clarity (the evaluation system is informative, understandable to lecturers and students);

8.4. Usefulness (the implemented evaluation is constructive and contributes to the achievement of the study programme objectives);

8.5. Impartiality (the same evaluation methods are applied for the evaluation of all students, except for the students with special needs).

9. Module's intermediate tasks are assessed under the schedule provided in the module programme. Due to the important reasons stipulated by the University (disability, chronic diseases, long-term nursing of the close relatives, etc.) and with consent of the module's lecturer, the faculty's Dean can allow the student to attend classes during the semester, perform tasks and have their assessment in an individual schedule. The student has to submit a request for an individual schedule to the faculty's Study Centre at the beginning of the semester, accompanied by the documents proving the reason for this request.

10. Module intermediate tasks are performed and assessed during the semester and final assessment is taken during the examination session. In case of cyclic, intensive and weekend studies the module intermediate tasks are performed and assessed in accordance with the plan specified by the lecturer; the final assessment is taken after the completion of the cycle of the module's classes. If a student fails to receive positive marks for all the intermediate tasks scheduled in the module (fails to get IS ("Passed") for the module), he/she is not allowed to participate in the final assessment.

11. A module is considered assessed and credits are accumulated if a positive final mark or module evaluation IT ("Completed", "Pass") is entered in the University's AIS. In case a negative final mark or evaluation NA ("Not assessed") or NT ("Not completed", "Fail") is obtained, the credits are not calculated.

12. A module is considered completed on time, if:

12.1. a student has performed all scheduled intermediate tasks and got positive evaluations before the end of semester and passed the final assessment during the examination session (in case of cyclic, intensive and weekend studies: if a student has performed all scheduled intermediate tasks and passed the final assessment during the period of the module cycle or before the end of the session) or during the rescheduled period;

12.2. the modules studied at another higher education institution have been accredited;

12.3. academic achievements acquired via non-formal or independent learning have been evaluated by positive marks and competences corresponding to the module's study results have been acknowledged.

### **CHAPTER IV**

## **EARLY ASSESSMENTS OF THE STUDY MODULES**

13. The early assessments are only allowed due to the important justified reasons stipulated by the University, on the time appointed by the lecturer and indicated in the schedule.

14. A student aiming to participate in the module's final assessment before the beginning of the examination session has to submit a request to the faculty's Study Centre (in case of the third cycle studies – to the Doctoral School) until the 5th day of the fourth month of the semester at the latest.

15. An early final assessment can only be taken with permission of the Vice-Dean for Studies (in case of the third cycle studies – to the Vice-Rector for Research and Innovations) to get the module's assessment before the beginning of the examination session, if the student's all scheduled intermediate assessments are evaluated by positive marks and a possibility of the early final assessment is agreed upon with the module's lecturer.

## **CHAPTER V REPEATED ASSESSMENTS OF THE STUDY MODULES**

16. Any attempts to account for the module after the scheduled deadline for the intermediate tasks and/or after the assigned final assessment date to which the student had registered are considered repeated assessments.

17. It is allowed to have two repeated assessments (in case of the third cycle – one), except for the cases specified in paragraph 18 of the Regulations. The first repeated assessment is free of charge; the student has to pay a fixed rate payment established by the University for the second assessment.

18. The second repeated assessment is not allowed if a student:

18.1. attempts to improve a positive mark. A student has a right to submit an appeal if, in the course of assessment of the achieved study results, academic ethics or procedures were allegedly violated and/or it included technical errors, or a complaint regarding an alleged violation of his/her rights and legitimate interests in accordance with the University Guidelines for Submission and Processing of the Students' Appeals and Complaints;

18.2. has previously tried to get assessment in an unfair manner received an academic penalty (strict reprimand);

18.3. has been systematically absent at the module classes and received an academic penalty for the absence at the classes;

18.4. has failed to participate in the module class and perform the tasks requiring his/her active participation in the group activities (for example, discussion, group work) without any important justified reasons stipulated by the University;

18.5. in case of the intermediate assessments: during the examination session, if a student has failed to get positive evaluations for more than 50% of the intermediate assessments;

18.6. in case of the second repeated module's final assessment: a student has failed to meet the requirements for attendance in the module classes set by the lecturer;

18.7. in case of the second repeated assessment:

18.7.1. has been evaluated by a mark less than 3 for the first repeated assessment;

18.7.2. has failed to attend the first repeated assessment without any important justified reasons stipulated by the University (has failed to submit the documents proving the absence within a specified period).

19. An academic failure is imposed on the student in all the cases specified in paragraph 18 of the Regulations.

20. The lecturer has to appoint the date and time for the repeated assessments. The assessment of the module's intermediate tasks is allowed during the first three weeks of the examination session (in case of the cyclic, intensive and weekend studies – during the semester or the examination session, according to the plan prepared by the lecturer). If a student gets the assessment of the intermediate tasks later than the deadline for the scheduled intermediate or final assessment, the possibility of the assessment is considered used and the lecturer enters NE ("Absent") in the study module gradebook

in AIS. A final assessment, failed by a student during the examination session, may be retaken no later than before the end of the session at the latest (in case of cyclic, intensive and weekend studies – in accordance with the plan agreed with the lecturer in advance), on the time assigned by the academic department preparing the session schedule.

21. If a student fails to get assessment for the module's intermediate tasks, he/she has to retake the module and his/her individual study plan of the next semester is correspondingly complemented. In case the module is repeated, previous positive marks of the intermediate assessments are not transferred. A student retakes the modules during the nearest available semester when the modules are taught. He/she has to pay a fee for each credit of the repeated module under the procedure set by the University Guidelines for the Payment and Refunding of Tuition Fees.

22. If a student got assessment for the module's intermediate tasks but failed to pass the final assessment, he/she can take it externally after paying a fixed-rate payment, but no later than within two years of the initial date. The evaluation of the externally passed final assessment is equivalent to the final evaluation of the module. A student takes the final assessment externally during the nearest available semester when the module is taught. If the faculty provides such a possibility, the final assessment can be taken externally during the semester when the module is not taught. If a student fails to get assessment of the module within two years, he/she has to retake the module.

## **CHAPTER VI**

### **RESCHEDULING OF THE ASSESSMENTS OF THE STUDY MODULES**

23. Module assessments can be rescheduled by the Dean's (in case of the third cycle studies – by the Vice-Rector's for Research and Innovations) decree if a student is unable to attend the assessment due to the important justified reasons stipulated by the University after receiving a student's request and documents proving these reasons. After reviewing the reasons, the assessment can be rescheduled until the end of the first month of the next semester at the latest. Decrees regarding the rescheduled assessments have to be prepared and come into force until the first week of the new semester at the latest. A student has to get assessment during the rescheduled period, on the time assigned by the lecturer.

24. Assessment after the end of the first month of the next semester is allowed only with permission of the Vice-Rector for Studies (in case of the third cycle studies – of the Vice-Rector for Research and Innovations). A student has to submit a reasoned request to the Vice-Rector with the signature of the faculty's Vice-Dean for Studies (in case of the third cycle – head of the Doctoral School). The Dean's decrees regarding the rescheduled assessments must be prepared and come into force until the end of the first week of the second month of the new semester at the latest.

25. The rescheduled terms are entered in AIS by a studies administrator.

## **CHAPTER VII**

### **IDENTIFICATION OF THE ACADEMIC PERFORMANCE OF STUDENTS**

26. A student's academic performance is determined after the deadlines for assessments of the semester's modules (including the repeated and rescheduled assessments).

27. A student's results are considered non-satisfactory if he/she has at least one academic failure during the entire period of studies. Any module's negative final evaluation (less than 5), NA ("Not assessed"), NT ("Not completed", "Fail") are considered an academic failure. A student's results are considered non-satisfactory until he/she gets a positive final evaluation of the module.

28. The volume of the student's study plan for one semester cannot exceed 45 credits of the studied study modules (including the repeated and additionally chosen modules). If the volume of studied study modules exceeds 45 credits per semester, the student is offered to repeat the course, he/she has a right to terminate the studies or is expelled from the University due to non-satisfactory results.

29. If a state-funded student shows non-satisfactory results and has collected more than 15 credits of academic failure during the entire period of studies, he/she loses the right to the state

funding; he/she can continue the studies in the state non-funded place by paying the tuition fee determined in the year that the student was admitted to the University (except for the cases stipulated in the University Guidelines for the Establishment of the Students' Level of Academic Achievements, Making of Comparative Queues and Re-Allocation of the State-Funded Places of Studies).

30. At the end of the semester and after the deadlines of the module's rescheduled assessments, the semester's weighted grade point average of the student's academic results is calculated. It is a sum of multiplications of the evaluation in grades of the module's study results for the semester and the credits assigned to the respective modules, divided by the number of the semester's credits. If a student has failed to get assessment for a module (evaluated NA ("Not assessed") or NT ("Not completed", "Fail")), it is equivalent to evaluation 0. The modules that are assessed as IT ("Completed", "Pass"), and the evaluations of partial modules that are not transferred to the evaluation system applied at the University are not included in the calculation of the average.

31. In case of the third cycle, paragraphs 28-30 of the Guidelines are not applied. A third cycle student who shows non-satisfactory results can be expelled from the University upon the proposal of the doctoral committee of scientific field of the University.

## **CHAPTER VIII**

### **STUDENT ATTENDANCE IN THE CLASSES OF THE STUDY MODULES**

32. Student attendance in the module classes and performance of the academic activities during these classes provide conditions for the successful learning and good academic achievements; monitoring of the module's intermediate assessment results and participation in the module helps to identify the students who face learning difficulties and providing them with timely support (help of the tutors and academic assistants, individual consultations by the lecturers, psychologist's or career consultations, etc.).

33. Students have to attend the module's laboratory works scheduled in the studies timetable; attendance in other types of classes (lectures, practical classes, educational visits, consultation seminars, etc.) is mandatory according to the requirements for attendance in the module classes set by the module's coordinating lecturer. A mandatory student attendance of at least 60% is set for the module's theoretical lectures, and at least 80% for the practical classes; additional disciplinary measures at the University level are not imposed on the students who meet these requirements. If a module includes the tasks requiring student's active participation in the group activities (for example, discussion, group works), the student not participating in the class can lose the grades for the tasks performed during the class and fail to get assessment for this module's component. The students also have to regularly visit the study module's course in the University's Moodle.

34. The means for monitoring of the student attendance in the classes are chosen by the teaching lecturer. The attendance can be marked in the University's Moodle, in the printed or electronic lists of student registration, using the specialised software for attendance monitoring, internet platforms for instant surveys, etc. A lecturer can choose whether to mark the student attendance in the classes with more than 50 registered students.

35. The lecturers mark the students who are systematically absent at the module classes in the summary of the module's assessments in the University's AIS at least twice per semester – in the eighth and twelfth weeks of the semester (in case of cyclic and weekend studies – in the middle and end of the period when the module is provided); these students are automatically included in the Early Warning subsystem of the University's AIS administered by the faculty's Study Centre. The subsystem monitors the module assessments and student attendance in the classes, analyses the individual situation of the students, and maintains the communication with the students who fail to submit the documents justifying their absence to the Study Centre.

## **CHAPTER IX**

### **JUSTIFICATION OF THE MISSED CLASSES AND ASSESSMENTS**

36. A student who is not able to attend the module class and/or assessment during the semester or examination session due to the important justified reasons stipulated by the University (or another person authorised by the student) has to notify the faculty's Study Centre (in case of the third cycle studies – the Doctoral School) on the same day and submit the documents justifying his/her absence to the Study Centre (in case of the third cycle studies – the Doctoral School) within three working days after his/her return to studies.

37. If a student fails to inform about his/her illness or other important reasons for the absence at the classes and/or assessments within the specified time, he/she loses a possibility to reschedule intermediate or final assessment.

38. The Study Centre registers the reasons justifying the student absence at the classes; Vice-Dean for Studies evaluates the validity of the submitted documents and makes a decision regarding the justification of the missed classes. In case of the third cycle, the documents are registered by the Doctoral School, and the decision is made by the coordinating lecturer.

39. A student who is systematically absent at the module classes can be imposed an academic penalty for the absence at the classes by the Dean's decision or such a student can be expelled from the University.

40. A student's absence at the assessments is registered in the summary of the module's evaluations in AIS by the entry NE ("Absent"); it is equivalent to a failed assessment (except for the important justified reasons stipulated by the University). If a student is absent due to the important justified reasons stipulated by the University and gets assessment later, on the time specified by the lecturer, the entry NE ("Absent") is replaced by a mark.

41. A student who fails to comply with the discipline or the University's Code of Academic Ethics during the classes can be demanded to leave the class by the lecturer who notices it or at the request of other students present at the class. In both cases, it is marked that the student has been absent at the class.

42. A student's absence at the module class does not exempt him/her from the liability to individually perform the tasks provided during the class and get assessment within the deadline indicated by the lecturer. If a student is absent at the class including the tasks requiring the active participation of the students (for example, discussion, presentations), the student may lose a possibility to get assessment for these tasks.

## **CHAPTER X**

### **MANAGEMENT OF STUDY MODULE EVALUATION DATA IN THE ACADEMIC INFORMATION SYSTEM**

43. Lecturers, faculties' Study Centres, Department of Academic Affairs and Doctoral School manage the module data in accordance with the legislation of the Republic of Lithuania regulating the protection of personal data.

44. Lecturers enter the evaluations of intermediate assessments and final assessment of the module in AIS. On the grounds of this data, students are assigned incentive scholarships, and the accounting of the lecturers' educational workload is implemented.

45. The forms of the study module gradebook in AIS are drafted prior to the end of the first month of the semester. Data on the student assessments of the module are entered by the lecturer evaluating the tasks according to the schedule provided in the module programme.

46. The lecturer enters evaluations of the intermediate assessments in AIS within five days after the actual assessment or task performance. The entry of an evaluation in AIS automatically records the lecturer's identity.

47. The entries IS ("Passed") or NS ("Failed") must be entered in AIS to indicate if a student has received assessment for the intermediate tasks prior to the beginning of the examination session at the latest (in case of cyclic studies: 1 day before the final assessment date at the latest). IS ("Passed") is entered only in the case a student has received positive evaluations for all the intermediate tasks.

48. The lecturer enters the evaluation of the final assessment in AIS within five working days after the actual assessment date. If a final assessment is taken on the last day of the examination session, the assessment evaluation has to be entered on the same day.

49. After the evaluation of a module's intermediate tasks and the final assessment, the lecturer responsible for the module enters the final evaluation of the module – the mark, the evaluation NA ("Not assessed") or NT ("Not completed", "Fail"). The lecturer enters the final evaluations of all the students taking the module in AIS on the last day of the examination session at the latest.

50. If a lecturer spots an error in the study module gradebook after the scheduled term for the evaluation entry, he/she writes a well-grounded request to the faculty's Dean regarding permission to edit the data. After the Dean's permit to change the entered student evaluation data has been received, the faculty's studies administrator deletes the incorrect data in AIS, and the lecturer who teaches or coordinates the module enters the correct data. The Department of Academic Affairs is notified about the changes.

51. When the examination session has finished, the Department of Academic Affairs imposes the completion of data management of the evaluations of all the modules.

52. If at the end of an examination session there are students who had their assessments rescheduled, for each module involving such students, a second form of the study module gradebook is drafted for entering the data of the evaluations obtained by the above-mentioned students. The final evaluation data of a module has to be filled in prior to the specified rescheduled date.

53. The third form of the study module gradebook is prepared only if the assessment has been rescheduled by the Vice-Rector for Studies. The lecturer enters the final evaluation of the module prior to the specified rescheduled date.

54. In case of the third cycle, paragraphs 44-53 of the Guidelines are not applied. The final evaluation marks and the module's final evaluation are entered in AIS by the Doctoral School, after the receipt of the completed examination protocols from the lecturers. These data are the basis for the accounting of the lecturers' pedagogical workload. The copies of the examination protocols, examination tasks and sheets for the answers are stored in the personal files of the third cycle students.

55. Personal information of the module evaluations is available to students in AIS.

56. Students have to verify the correctness of the module evaluation data entered in AIS during the first week of the following semester at the latest. The students who were granted permission for rescheduling must verify the data within seven working days from the assessment date.

57. In case any errors have been spotted, the lecturer who taught the module or the faculty's Study Centre (in case of the third cycle studies – the Doctoral School) is notified. When the causes of the errors have been identified, the studies administrator deletes the incorrect data in AIS. The lecturer who teaches or coordinates the module enters the correct data in AIS. The Department of Academic Affairs is notified about the changes. In case of the third cycle, the corrections are conducted after the receipt of the examination protocol revised by the lecturer.

58. At a later time, semester's study results can only be corrected by a student submitting a request to the faculty's Vice-Dean for Studies and obtaining permission of the Director of the Department of Academic Affairs, or if the student's appeal has been satisfied. This paragraph is not applied to the third cycle.

## **CHAPTER XI FINAL PROVISIONS**

59. The student's results of the module can be accredited according to the University Guidelines for Inclusion of Study Results or evaluated in accordance with the University Guidelines for Evaluation of Achievements and Acknowledgement of Competences Acquired via Non-Formal and Informal Learning.

60. Procedures for the implementation, performance and supervision of the assessment of modules, requirements of academic ethics covering the course of assessment and responsibility are set forth by the University Guidelines for Organisation and Performance of Assessment of Study Modules.

61. The University encourages constant feedback from students on the module's quality. The students, as active members of the University's community, take responsibility for the quality assessment in studies, they are encouraged to make comments and give proposals for the quality improvement in studies during the round table discussions and electronic surveys, regularly communicating with the module lecturers, heads of study programmes of the fields and Vice-Deans for Studies of the faculties.

62. In all the cases not specified in the Regulations, the decisions related to the procedure of the assessment of modules are made by the Vice-Rector for Studies.

63. The Regulations can be amended, supplemented or voided by Order of the Rector of the University.

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### Study results evaluation system

Mark	Description of the mark	Detailed description of knowledge and understanding	Detailed description of abilities	Achieved objectives of studies	Achievement level
10 (excellent)	Excellent, exceptional knowledge and abilities	Excellent, exceptional, comprehensive knowledge and its application in solving complex practical problems. Individual learning of additional material. Excellent understanding and use of concepts, ability to analyse them in the broader context of the subject. Original and independent thinking. Excellent analytical and assessment skills, insight. Excellent preparation for further studies.	Excellent application of theoretical knowledge. Excellent performance of complex non-standard tasks. Impeccable, exceptional performance quality. Excellent skills of expression and presentation. Good understanding of what is done and why it is done.	All objectives of studies are achieved or surpassed	Excellent
9 (very good)	Solid, good knowledge and abilities	Solid, good, comprehensive knowledge and its application in solving complex practical problems. Individual learning of additional material. Excellent understanding of studied material, appropriate use of concepts. Original and independent thinking. Very good analytical, assessment and synthesis skills. Very good preparation for further studies.	Very good application of theoretical knowledge. Easy performance of complex standard tasks. Very good performance quality. Very good skills of expression and presentation. Understanding what type of methods and/or techniques are applied and why.	At least 90% of the objectives of studies are achieved	
8 (good)	Better than average knowledge and abilities	Better than average knowledge and its application in solving complex practical problems. Acquisition of the mandatory material. Abilities to work with additional material individually. Understanding of concepts and principles, their appropriate application. Good argumentation based on facts. Good preparation for further studies.	Good application of knowledge. Correct performance of medium complexity and more difficult tasks. Good quality performance. Good skills of expression and presentation. Knowledge of the types of methods and techniques to be applied.	At least 80 % of the objectives of studies are achieved	Standard
7 (average)	Average knowledge and	Average knowledge with minor mistakes. Knowledge is applied for solving practical problems. Acquisition of the basic material. Understanding and use of	Knowledge application is based on the provided examples. Good quality performance. Correct performance of	At least 70 % of the objectives of	

		abilities with minor mistakes	concepts and principles. Several essential parts are joined to the whole. Sufficiently good argumentation. Sufficient preparation for further studies.	medium complexity tasks. Sufficient skills of expression and presentation.	studies are achieved	
6 (satisfactory)		Knowledge and abilities (skills) are lower than average and involve mistakes	Less than average knowledge involving mistakes. Knowledge is applied for solving simple practical problems. Acquisition of the basic material. Satisfactory understanding of concepts, ability to describe the received information in one's own words. Analysis is focused on a few aspects, but they are not related. Satisfactory preparation for further studies.	Knowledge application is based on the provided examples. Satisfactory quality performance. Ability to act by analogy. Correct performance of simple tasks, yet inability to understand more complex ones. Satisfactory skills of expression and presentation.	At least 60% of the objectives of studies are achieved	
5 (weak)		Knowledge and abilities (skills) fulfil the minimum requirements	Knowledge fulfils the minimum requirements. Knowledge is applied for solving simple practical problems. Simple listing of the acquired concepts, text retelling. The answer is focused on a single aspect. Minimum preparation for further studies.	Minimally sufficient abilities for solving problems based on examples. Ability to act by analogy. Satisfactory skills of expression and presentation.	At least 50% of the objectives of studies are achieved	Threshold
4	(unsatisfactory)	Minimum requirements are not fulfilled	Knowledge does not fulfil the minimum requirements.	Abilities do not fulfil the minimum requirements.	Less than 50% of the objectives of studies are achieved	Unsatisfactory
3						
2						
1						
0						