

APPROVED

by Order No. V1-117 of the Director of  
Lietuvos Inzinerijos Kolegija  
Higher Education Institution of 10  
September 2024

(revision approved by Order No. V1-126 of  
the Director of Lietuvos Inzinerijos Kolegija  
Higher Education Institution of 2 October  
2025)

## **REGULATIONS ON ASSESSMENT OF STUDY SUBJECTS/MODULES AT LIETUVOS INZINERIJOS KOLEGIJA HIGHER EDUCATION INSTITUTION**

### **I. GENERAL PROVISIONS**

1. The Regulations on Assessment of Study Subjects/Modules (hereinafter – the Regulations) have been prepared in accordance with the Statute of the Lietuvos Inzinerijos Kolegija Higher Education Institution (hereinafter – LIK), the Study Regulations, and other legal acts regulating higher education studies.
2. The Regulations govern the procedure for assessment of study subjects/modules included in individual study plans of students of full-time, part-time and short-cycle studies, as well as the accounting and control of assessment results. For unclassified students studying individual Study Programme subjects/modules, these Regulations shall apply to the extent that they do not contradict the conditions agreed in their contracts with LIK.

### **II. MAIN PRINCIPLES OF ASSESSMENT OF STUDY SUBJECTS/MODULES**

3. Assessment of study subjects/modules shall be carried out:
  - 3.1. during the semester, according to the schedule established in the study subject/module programme, for semester tasks (tests, laboratory works, independent work, semester papers, etc.);
  - 3.2. during the examination session (or at a deferred time), for compulsory study subject examinations;
  - 3.3. during the semester and/or examination session, for freely chosen, optional subjects and subjects/modules studied in a cyclic manner.
4. Electronic and printed (paper) versions of semester and examination tasks shall be stored by lecturers for one year. Upon expiry of the storage period, electronic versions shall be deleted, and printed (paper) versions shall be transferred to LIK archive for destruction.
5. A student may sit an examination provided that their semester tasks have been assessed in accordance with the cumulative assessment structure. Assessment criteria for each study subject/module are specified in the Description of the Procedure for Assessment of Learning Outcomes and in the study subject/module description.
6. A study subject/module shall be considered completed if a pass and a positive final mark are recorded in the database of LIK Academic Information System (hereinafter – AIS).
7. A student shall be deemed to have completed a study subject/module on time if semester tasks are completed by the end of the semester, the examination is passed during the examination session or the deferred period, or if subjects studied at another higher education institution are recognised.
8. Where a student fails to complete assessment within the timeframe set in the study schedule for justified reasons, this period may be extended by decision of the Head of the Study Organisation Office, taking into account the reasons for the delay.
9. All attempts to complete assessment after the deadlines established in the semester task schedule or examination session (including deferred deadlines), in accordance with procedures established by LIK, shall be considered repeated assessments. Failure to attend an assessment, except in cases of illness or other justified reasons, shall be deemed a failure.
10. Repeated assessment of semester tasks for a study subject/module shall be permitted only until the start of the examination session, during the period announced by the Study

- Organisation Office.
11. A student shall not pay a fee for the first repeated examination attempt; fees for subsequent repeated attempts shall be set by order of the Director of LIK.
  12. An examination failed during the session may be retaken no later than the end of the period for elimination of academic debts specified in the study schedule. With the permission of the Head of the Study Organisation Office, in cases of illness or upon submission of a reasoned request, this period may be extended, but not longer than two weeks after the end of the academic debt elimination period.
  13. If a student fails to complete more than 15 ECTS credits within the timeframe set in the study schedule, the student shall be removed from the student register or, at their request (except after the first-semester examination session), transferred to a lower year of study.
  14. A student may be transferred to a lower year of study only once during the entire study period and only if students studying the same Study Programme exist in the same form of study in the lower year.
  15. If, after repeating or deferring study subjects/modules, a student has completed at least 15 ECTS credits provided for in the programme, they may, at their request, be registered for a higher semester, with their individual study plan supplemented accordingly with repeated subjects/modules. Repeated study subjects/modules shall be included in the nearest semester in which the subject/module is delivered.
  16. Permission to retake an examination or complete semester tasks during the examination session may be refused by decision of the Head of the Study Organisation Office if a breach of academic integrity principles, confirmed by the Ethics Committee, was recorded during assessment.
  17. Once a study subject/module examination has been passed with a positive mark, retaking the examination shall not be permitted. However, if a student believes that assessment procedures have been violated, they may submit an appeal in accordance with procedures established by LIK no later than three working days after publication of the mark in AIS.
  18. If, during studies, a student accumulates more than 15 ECTS credits of academic debt, they shall lose the right to register for the next semester and the provisions of point 13 of these Regulations shall apply.
  19. Assessment of study subjects/modules for unclassified students shall be organised in the same manner as for LIK students.

### **III. ASSESSMENT OF SEMESTER TASKS OF A STUDY SUBJECT/MODULE**

20. Assessment of semester tasks shall be carried out in accordance with the schedule provided in the study subject/module programme, which the lecturer shall present to students during the first week of the semester.
21. Lecturers shall enter semester task assessment results into the AIS database:
  - 21.1. for tests, interim examinations and laboratory work – within three working days after assessment (except during the first month of the semester);
  - 21.2. academic results of the first month of the semester shall be entered during the first week of the following month;
  - 21.3. for semester papers or independent work – within five working days.
22. Reports of semester papers shall be submitted in accordance with the methodological guidelines for semester papers.
23. A student declaration of academic honesty shall be attached to the works specified in point 21.3.

### **IV. ASSESSMENT OF STUDY SUBJECT/MODULE EXAMINATIONS**

24. The schedule of examination sessions and consultations shall be approved by order of the Director and published no later than three working days before the start of the session at:<https://lik.edupage.org/>
25. Only one examination per group may take place on the same day.
26. No consultation for the same or another study subject/module may take place on the same

- day before an examination.
27. Students entitled to sit an examination shall attend at the time specified in the examination schedule.
  28. At the request of the lecturer, the student shall present a student ID or another identity document; where the examination is conducted remotely, the student shall switch on the camera and/or share the screen.
  29. Examination results shall be entered by the lecturer into the pre-prepared AIS minutes within three working days after the examination. Student absence from an examination shall be recorded in the AIS minutes as “NS – Not Passed” and “NE – Did Not Attend”.
  30. Only study subjects/modules included in the student’s individual study plan shall be recorded in AIS, except where results are recognised in accordance with procedures established by LIK.
  31. Students who studied at a foreign higher education institution under a partial study agreement shall complete assessment of study subjects/modules no later than within the first month of the new semester after completion of studies abroad.

## **V. MINUTES**

32. Electronic interim mark minute forms shall be prepared by the Study Process Organiser no later than during the first month of the new semester. If students or unclassified students from several groups repeat a subject/module or attend a subject/module with identical codes, all names shall be included in one minutes. Each minutes shall have a unique identification number assigned automatically by AIS.
33. Before the start of the examination session, lecturers shall verify records of semester assessments in the electronic minutes.
34. Study Coordinators (FIET) and Administrators (FEE) shall mark students removed from the student register in final minutes before the examination session.
35. Within three working days after the examination, the final mark for the study subject/module shall be entered into the minutes. For students who did not sit the examination, entries “NS – Not Passed” and “NE – Did Not Attend” shall be recorded. The examination mark shall be entered by the examining lecturer. A minutes shall be considered closed when all fields are completed.
36. Closed electronic minutes (Annex 1) shall be printed and approved by Study Coordinators (FIET) and Administrators (FEE).
37. No later than the end of the first month of the new semester (except where assessment deadlines have been deferred), Study Coordinators (FIET) and Administrators (FEE) shall print and approve the student’s semester results summary (Annex 2). The semester results summary shall be included in the student’s file.
38. minutes shall be compiled and stored for the prescribed period by Study Coordinators (FIET) and Administrators (FEE). minutes shall be destroyed in accordance with procedures established by LIK.
39. Information contained in minutes on personal academic results shall be accessible to students via the Academic Information System.

## **VI. ANNEXES OF MINUTES AND ACADEMIC DEBT CARDS**

40. One week after the last examination date specified in the examination session schedule, Study Coordinators (FIET) and Administrators (FEE) shall generate an electronic minutes annex for each study subject/module for which students have outstanding assessments, listing all students who did not attend or did not pass the examination.
41. marks for repeated examinations and/or completed semester tasks shall be entered by the lecturer into the electronic minutes annex.
42. After the examination session or its extension, the student may retake semester tasks or

examinations in accordance with the procedure for repeating study subjects. Having agreed the date and time of assessment with the lecturer, the student shall pay the fee. A copy of the payment receipt shall be sent by the student by email to the Study Organisation Office Administrator (FIET), Administrator (FEE), indicating the study subject name and lecturer's surname.

43. The Study Organisation Office Administrator (FIET), Administrator (FEE) shall notify the lecturer by email of the academic debt (Annex 3), indicating which student, for which subject, and by what deadline the debt must be eliminated.
44. Final marks for study subjects/modules and final assessment of semester tasks shall be entered by the lecturer into the electronic minutes. The lecturer shall also record therein the final assessment result for the completion of semester tasks. The lecturer shall enter assessment results into the electronic minutes no later than three working days after the examination or assessment date, but no later than the last day of the academic debt elimination period.
45. After the last day of the academic debt elimination period, minutes shall be closed.
46. Upon expiry of deferred assessment periods, lecturers shall close electronic minutes by recording the final assessment result or the student's failure to attend.
47. Study Coordinators (FIET) and Administrators (FEE) shall print and approve minutes annexes and attach them to examination minutes.

## **VII. DEFERRAL OF EXAMINATIONS AND INTERIM ASSESSMENTS**

48. Examinations and semester task assessments may be deferred with permission of the Head of the Study Organisation Office due to illness, death of relatives, care responsibilities or other important reasons, upon submission of a student request and supporting documents. Following assessment of reasons, repeated assessment may be deferred until the end of the first month of the new semester. Assessment later than the end of the first month of the new semester shall be permitted only with the Director's approval. Deferral deadlines shall be recorded in the AIS database.
49. Decisions on deferrals shall be taken no later than one week after the end of the examination session.
50. A student who becomes ill shall notify the Study Coordinator (FIET), Administrator (FEE) by LIK email or telephone no later than three working days. Failure to do so shall result in non-deferral of examinations.
51. Upon recovery, supporting medical documents shall be submitted to the Study Coordinator (FIET) or Administrator (FEE) within three working days after the end of illness.
52. Defended or undefended deferred and repeated final theses shall be assessed in accordance with LIK procedure for preparation, formatting and defence of final theses.

## **VIII. CONTROL OF EXAMINATION SESSION RESULTS**

53. Lecturers shall verify the correctness of data entered into AIS no later than three working days after the examination session or its extension.
54. In case of errors, Study Coordinators (FIET) and Administrators (FEE) shall be informed by submitting a reasoned request for correction of academic records (Annex 4).
55. Study Coordinators (FIET) and Administrators (FEE) shall delete incorrect entries from electronic minutes. The lecturer shall enter correct data on the date of approval of the request.
56. Students shall address inaccuracies in AIS academic results to Study Coordinators (FIET) and Administrators (FEE) no later than one week after the end of the examination session or its extension.
57. After the specified deadlines, academic results shall not be amended.

## **IX. FINAL PROVISIONS**

58. The Regulations on Assessment of Study Subjects/Modules and their amendments shall be considered by the Academic Council.
  59. These Regulations shall enter into force upon approval by order of the Director of LIK.
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Reviewed and approved:  
by the Academic Council,  
Minutes No. V18-79 of 10 September 2024

Revision approved:  
at the meeting of 30 September 2025, Minutes No. V18-73