

APPROVED

Approved by Order of the Director of
Lietuvos Inzinerijos Kolegija Higher
Education Institution,
20 August 2025, No. V1-100

**PROCEDURE FOR THE REGISTRATION OF STUDENTS FOR SEMESTER STUDIES
OF LIETUVOS INZINERIJOS KOLEGIJA HIGHER EDUCATION INSTITUTION**

I. GENERAL PROVISIONS

1. The procedure for the registration of students of LIK for semester studies (hereinafter – LIK) (hereinafter – the Procedure) shall establish the procedure for the registration of full-time, part-time and short-cycle study students (hereinafter – Students) for the autumn and spring semesters.
2. The purpose of the Procedure shall be to ensure timely registration for studies.
3. The Procedure shall be prepared in accordance with the Study Regulations of LIK and other legal acts regulating studies and the internal order of LIK.
4. The Procedure shall apply to students admitted to the Academic Information System (hereinafter – AIS).
5. Student registration shall be carried out through the AIS student self-service system.
6. Upon completion of registration via the AIS student self-service system, a final list of students shall be compiled. Having assessed students' selections in the system and their academic results of the previous examination session, a draft order of the Director shall be prepared.

II. STUDENT REGISTRATION FOR SEMESTER STUDIES

7. Autumn Semester Registration:
 - 7.1. First-year students newly enrolled at HEI are automatically registered for the Autumn semester.
 - 7.2. Second, third, and fourth-year students with no academic debts, or with debts of up to 15 ECTS, must register in AIS between 20 August and 10 September.
 - 7.3. Students who have accrued more than 15 ECTS of academic debts and have submitted an application to repeat the course are registered for a lower course Autumn semester within five working days from the date the application is received.
 - 7.4. Students arriving from other higher education institutions shall be registered within five working days from the signing of the study agreement.
8. Spring Semester Registration:
 - 8.1. All students (first through fourth year) with no academic debts, or with debts of up to 15 ECTS, must register for the spring semester between 20 January and 10 February;
 - 8.2. Students who have more than 15 ECTS credits of academic debts shall be registered for semester studies no later than 1 March only after having eliminated academic debts by the date specified in Paragraph 8.2.1 and only upon submission of a written application.

- 8.2.1. Students of the Faculty of Industrial Engineering and Technologies (hereinafter – FIET) shall submit applications to the Study Organisation Office.
- 8.2.2. Students of the Faculty of Environmental Engineering (hereinafter – FEE) shall submit applications to the faculty study administrators.
- 8.3. Students with more than 15 ECTS academic debts who have applied to repeat the course are registered for a lower course spring semester within five working days. FIET students submit applications to the Study Coordinators and FEE students submit applications to the Study Administrator.
9. Students resuming studies after academic leave shall be registered in AIS during the first week of the semester.
10. Students who are unable to register in AIS due to valid reasons (e.g. illness) may authorise another person to act on their behalf. Authorisation may be completed electronically at <https://www.registrucentras.lt/igaliojimai/> and an application for registration for studies shall be submitted within the first two weeks of the semester. FIET students submit applications to the Study Coordinators and FEE students submit applications to the Study Administrator.
11. Failure to register on time may result in restricted access to the Academic Information System (AIS).
12. Students who fail to register by the specified deadlines risk being removed from LIK's student list.
13. Students may be registered for semester studies after the official deadline only upon submitting a written request and paying a fee according to LIK's approved "Fees for Repeated Study Services and Additional Services" list. FIET students submit applications to the Study Coordinators and FEE students submit applications to the Study Administrator.

III. FINAL PROVISIONS

14. Responsibility for student registration for semester studies shall rest with:
 - 14.1 at the Faculty of Engineering Industry and Technologies (FIET) – Coordinators of full-time, part-time and short-cycle studies;
 - 14.2 at the Faculty of Environmental Engineering (FEE) – Faculty Study Administrators.
15. This Procedure shall enter into force on the date of its approval.
