

APPROVED

Approved by Order of the Director of
Lietuvos Inžinerijos Kolegija
Higher Education Institution
of 11 November 2024, No. V1-175

**LIETUVOS INŽINERIJOS KOLEGIJA HIGHER EDUCATION INSTITUTION
PROCEDURE FOR THE SELECTION OF STUDY PROGRAMME SPECIALISATIONS,
ELECTIVE AND FREE ELECTIVE SUBJECTS AND MODULES**

I. GENERAL PROVISIONS

1. Lietuvos Inžinerijos Kolegija Higher Education Institution Higher Education Institution (hereinafter – LIK) Procedure (hereinafter – the Procedure) establishes the procedure for the organisation of the selection and registration for the Selection of Study Programme Specialisations, Elective (PD) and Free Elective Subjects (LPD) and Modules.
2. The Procedure has been prepared in accordance with the Study Regulations of LIK and other documents regulating studies and the internal procedures of LIK.
3. The purpose of Study Programme specialisations is to provide students with competencies and skills related to specific fields of a study area or Study Programme.
4. The purpose of PD and LPD is to meet students' individual study needs, to develop general competences, to deepen knowledge of the study field in a specific area or specialisation, to expand knowledge and skills of other study fields, to form value-based attitudes, and to educate educated and versatile specialists not only in their own field, but also possessing the knowledge necessary for a socially responsible and continuously developing individual.
5. Students must register for PD, LPD and selected specialisations in the Academic Information System (hereinafter – AIS), if specialisations are provided for in their Study Programme.
6. Before registering for PD, LPD and specialisations, students may be provided with opportunities to meet lecturers teaching these subjects and modules. The decision on the need for meetings between students and lecturers at the Faculty of Industrial Engineering and Technologies (hereinafter – FIET) is taken by Study Field Programme Managers (hereinafter – Managers), and at the Faculty of Environmental Engineering (hereinafter – FEE) by Heads (hereinafter – Heads).
7. The Study Organisation Office prepares study plans for the next academic year in AIS for the selection of specialisation subjects, PD and LPD by 1 December.
8. Students choose specialisations in AIS each academic year by 31 January.
9. Students shall register for PD and LPD in AIS each academic year by 21 February. If PD are provided for in the first year of studies in the study plan, first-year students register for PD during the second week of the autumn semester.
10. The maximum size of PD and LPD student flows (groups) is determined taking into account the requirements and specifics of the study subject and the number of workplaces in the premises, in accordance with the established “Sizes of flows, academic groups and subgroups”; however, PD and LPD are formed if they are chosen by at least 15 students.
11. A specialisation shall be formed where it is chosen by at least 5 students in an academic group.
12. Specialisations and PD shall be changed only where the study plan is amended and approved by the Academic Council.
13. The list of LPD, upon submission by faculty deans, shall be approved by the Director by 30 October.
14. From the list, a student may choose only those LPD that are not compulsory in the Study Programme being studied.

15. Students shall be admitted to studies of specialisations, PD or LPD where they have registered within the quota limits.
16. In exceptional cases (where, when choosing PD or LPD, the number of students in the flow (group) is lower than specified above), the quota size shall be coordinated with the Head of the Study Organisation Office (FIET) or the Vice-Dean for Studies (FEE).

II. ORGANISATION OF THE SELECTION OF SPECIALISATIONS, SUBJECTS AND MODULES

17. Lecturers shall complete newly approved LPD descriptions in AIS by 1 January.
18. By 15 January, the Study Organisation Office shall set the deadlines for choosing specialisations, PD and LPD in the AIS student self-service system.
19. Study Coordinators (FIET) and Study Administrators (FEE) shall inform students by 15 January about the procedure for selecting and registering for specialisations, PD and LPD in AIS.
20. Managers/Heads shall introduce students to specialisations by 15 January. Students may be introduced to specialisations in person, electronically or via distance learning platforms.

III. REGISTRATION FOR FIRST-YEAR ELECTIVE SUBJECTS

21. First-year students shall choose PD by logging into AIS by 15 September.
22. By 20 September, Study Coordinators (FIET)/Study Administrators (FEE) shall compile lists of first-year PD student groups.
23. By 25 September, Study Coordinators/Study Administrators shall prepare a draft Director's order for the approval of PD, coordinated with the Head of the Study Organisation Office (FIET) or the Dean (FEE).
24. By 1 October, Study Coordinators/Study Administrators shall introduce first-year students to their individual study plans.

IV. ORGANISATION OF REGISTRATION FOR SPECIALISATIONS, ELECTIVE AND FREE ELECTIVE SUBJECTS

25. Students shall register for a specialisation by logging into AIS.
26. Registration for specialisations shall take place during the last week of January.
27. Students may choose and/or change a specialisation until the established deadline.
28. After the deadline, where the minimum number of students is not reached for a specialisation, Study Coordinators/Study Administrators shall inform Managers/Heads and students by email about the non-formation of the specialisation. Students shall express their choice of another specialisation by informing Study Coordinators/Study Administrators via the official email of LIK.
29. Students who have not chosen a specialisation within the period announced by the Study Organisation Unit shall be assigned a specialisation with the smallest quota by Study Coordinators (FIET)/Study Administrators (FEE), in coordination with Heads (FEE), and shall be informed by email by 12 February.
30. By 14 February, Study Coordinators/Study Administrators shall prepare a draft Director's order approving specialisations, coordinated with the Head of the Study Organisation Unit (FIET) or the Dean (FEE).
31. By 14 February, Study Coordinators/Study Administrators shall prepare individual study plans for students, including specialisation subjects.
32. Registration for PD and LPD for second-, third- and fourth-year students in all Study Programmes shall be carried out as follows:

- 32.1. From 15 to 21 February, students shall select PD and LPD for the next academic year by logging into AIS.
- 32.2. By 1 March, Study Coordinators (FIET)/Study Administrators (FEE) shall compile lists of PD and LPD student groups.
33. Where a student quota is not formed or a student fails to choose PD or LPD, the Study Organisation Office (FIET)/Faculty Dean's Office (FEE) shall have the right to assign such students to groups with the smallest number of students.
34. Final lists of first-year student registration for PD shall be approved by Director's order by 21 September upon submission by the Head of the Study Organisation Office (FIET)/Vice-Dean for Academic Affairs (FIET).
35. Final lists of second-, third- and fourth-year student registration for PD and LPD shall be approved by Director's order by 1 March upon submission by the Head of the Study Organisation Office (FIET)/Vice-Dean for Academic Affairs (FIET).
36. By 1 October, Study Coordinators/Study Administrators shall introduce first-year students to their individual study plans for the current academic year by electronic means.
37. During the first week of March, Study Coordinators/Study Administrators shall introduce second-, third- and fourth-year students by electronic means to their individual study plans for the next academic year.
38. In exceptional cases (where a student returns after a break in studies, academic leave, resumes studies, or where changes to the study plan or LPD list are approved by the Academic Council), students, in coordination with the Head of the Study Organisation Office (FIET) or the Vice-Dean for Academic Affairs (FEE), shall have the right to choose other PD and LPD no later than during the first week of the semester.

V. FINAL PROVISIONS

39. Studies of specialisation subjects, PD and LPD shall be completed by an examination, and their records shall be completed in accordance with the procedure for assessment of study subjects and modules established by LIK.
40. Amendments to this Procedure may be initiated by the Head of the Study Organisation Office or the Faculty Dean.
41. Managers/Heads shall be responsible for introducing students to specialisations and the content of PD and LPD.
42. The Study Organisation Office (FIET) and the Faculty Dean's Office (FEE) shall be responsible for organising the procedure for selecting specialisations, PD and LPD.
43. This Procedure shall enter into force on the day of its approval.
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