

APPROVED
in the meeting of Academic
Council of Vilnius Business
College (15- 04-2021, No. AT-01)

THE REGULATIONS OF STUDIES

I. PURPOSE OF THE REGULATION

1. The Regulations define the process of studies at Vilnius Business College, determine the responsibilities, rights, conditions, and relations of students and unclassified students with Vilnius Business College.

II. KEY CONCEPTS

2. **Vilnius Business College** (hereinafter – College, VBC) – a higher education institution where higher college education is provided and a professional bachelor qualification degree is granted.
3. **Academic debt** – final assessment of the study subject (module) within the score of which ranges from 1 to 4 in the 10-point system applied at the College, or if the student does not attend the final assessment (examination) and the lecturer writes “absent“ in the examination register.
4. **Academic difference** – – a subject (module) for which a student who wants to continue his/her studies does not have an evaluation due to the difference in the study programmes.
5. **The Academic Council** – the supreme self-governing authority of the College.
6. **Contact work** – a form of organising studies, when a lecturer works with students according to the study timetable (lectures, seminars, practical classes, consultation, etc.).
7. **Higher college education** – education acquired in Lithuanian higher education institutions upon completion of college study programmes, according to which a higher education qualification is awarded, or education acquired in foreign educational and study institutions recognized as equivalent in accordance with the procedure established by legal acts.
8. **Higher education diploma** – a document that certifies higher education qualification.
9. **Final thesis/project** – a final form of evaluating the outcomes of a study programme, which aims to establish the level of student’s professional competences acquired studying the study subjects in the study field and completing related activity internships.
10. **Diploma supplement** (supplement) – an integral part of diploma, a document that supplements a diploma and presents information about the content of obtained higher education.
11. **Examination** – a form of evaluating students’ learning outcomes in points, which allows determining the level of achievement of the goals of the study subject (module) and is carried out at

the end of the studies of a certain study subject (module).

12. **Part-time studies** – studies when theoretical and practical study subjects (modules) are learnt independently and with the participation of a lecturer (contact work). This form of studies gives the opportunity to study at a slower pace. For part-time students, a mixed learning method may be applied. Upon completion of study programmes in different forms, the education acquired is equivalent.
13. **Department** – an academic division of the College, which is responsible for activities of one or several closely linked study programmes or study fields. The Department is led by the Head of Department, acting in accordance with the official staff regulations.
14. **Defence at department** – presentation and defence of the final thesis (project) in the Department.
15. **Contact hours** – study time when a lecturer directly communicates with students (lectures, seminars, practical classes, consultations, etc.).
16. **Flexible timetables** – permission to attend studies by combining attendance at lectures and practical classes with work. Flexible study timetable does not exempt a student from intermediate settlements and the examination.
17. **Written work** – independent work that aims at analysis of relevant problems considering the type of written work, which is provided for in the study programme and the description of the study subject.
18. **Blended learning** – learning, which optimally integrates the basic principles of classroom (face-to-face) verbal communication and network (online) written communication, when each of their strengths forms a unique learning experience and it meets the context and goals of blended learning.
19. **Non-consecutive studies** – when separate study subjects or their cycles are learnt, which aim to improve or change professional qualification as well as to expand the student's professional education or general intelligence.
20. **Full-time form of studies** – the main study form organising studies at all levels in the degree and non-degree study programmes. Studies are full-time when theoretical and practical classes are organised in the daytime (from 8 a.m. to 8 pm but not more than 10 academic hours per day). Full-time students can learn following a mixed learning method and in some cases lectures can be organised on Saturdays. Upon completion of the study programmes in different forms of study, the education acquired is equivalent.
21. **Consecutive studies** – studies, after completion of which, higher education is obtained and/or qualification is awarded.
22. **Distance work** - teaching in a virtual teaching environment(s) in which students interact with the lecturer in a synchronous manner (lectures, seminars, practical classes, discussions, consultations, performance, and evaluation of assignments and other teaching activities).
23. **Internship** – studies led by lecturers or lecturers and practice supervisors, during which the student's knowledge and skills are evaluated in practical activities. The procedure for conducting internships

is determined by the Regulations for Internship of Study Programmes at Vilnius Business College.

24. **Professional bachelor** – a qualification awarded to a person who has completed a study programme of consecutive college studies at a higher education institution, as well as a person who holds a professional bachelor's degree.
25. **Independent work** – is preparation for classroom work, internships and the completion of independent study tasks of other subjects (modules) specified in the study programmes. A student can use material resources of the College during hours allocated to independent work and the specific hours are planned in the timetable and in the Moodle.
26. **Specialisation** – study subjects in the study field that reflect the character of the specialist's activity.
27. **Student** – a person who studies in the College in the chosen study programme, has signed a study contract and fulfils the obligations stipulated in the study contract and the requirements of the study programme.
28. **Studies** – studying at a higher education institution according to a certain study programme by a person with at least secondary education. Studies are implemented in full-time and part-time forms.
29. **Regulations of studies** – a document, which sets general and special rules, evaluation system, internal quality management system and procedure for obtaining the bachelor's degree studying in the first level studies delivered at VBC.
30. **Study contract** – a document setting out the terms and procedures for the conclusion, entry into force, validity, amendment, termination, conduct of studies, payment of study fees, dispute resolution, the rights and obligations of the parties.
31. **Study credit (ECTS)** – a unit of study volume, which comprises from 25 to 30 credits for conditional working hours of the student or for one conditional working week.
32. **Study subject (module)** – an independent study subject of the study programme, which is studied using various study methods: lectures, practical classes, seminars, student independent work, projects, scientific research work, etc.
33. **Study programme** – the system of the learning outcomes, content, methods and material resources used in the studies in the study field, academic and professional staff used for the studies and its description.
34. **Forms of study organisation** – contact work, distance work (if established), mixed learning, internships and student independent work, etc.

III. COLLEGE STUDENTS AND UNCLASSIFIED STUDENTS

35. **Students** at the College - students of consecutive and partial studies of professional bachelor.

36. **Students of consecutive studies** – persons studying in the College in the study programmes of professional studies (both full-time and part-time).
37. **Students of partial studies** – students who have come to the College to study according to international exchange programs, agreements between higher education institutions or individual agreements.
38. **Unclassified students** - persons, who study at the College according to the non-consecutive study programmes of professional Bachelor and professional development courses.

IV. STUDENT ADMISSION

39. Students are admitted to the College by the Director: students are admitted to the first year at the proposal of the Admission, and students are admitted to higher years of studies at the proposal of the Head of the Department implementing the study programme on the basis of the document crediting student's learning outcomes.
40. Admission to the first year is organised by the Admission Commission appointed by the Director.
41. Persons with at least general education are admitted to professional bachelor's studies on the competitive basis. The rules of admission, coordinated with the Ministry of Education, Science and Sport of the Republic of Lithuania, are approved by the Academic Council.
42. The College signs contracts with students in a form approved by the College. The contracts determine the basic conditions for those studying at the College and the obligations of both parties.
43. Studies at the College are not free of charge. Students pay a tuition fee for studies at the College, approved by the Director. Unclassified students pay fees and their amount is determined by the agreement of the parties.

V. STUDY SISTEM

44. College studies are higher professional studies focused on practical activities, enabling the acquisition of a professional qualification degree. They are of two types: consecutive and non-consecutive studies.
45. **Consecutive studies** provide higher education and a professional qualification degree. These are single level studies, i.e. first level undergraduate studies.
46. **Non-consecutive studies** improve the qualifications or changes, supplement the already acquired education. Non-consecutive studies are optional and supplementary. Optional studies include a part of the consecutive study programme or separate subjects of this type of study programme. Additional studies are organized separately from the consecutive study programmes.
47. According to the form of studies, studies at the College can be **full-time** and **part-time**. Upon completion of study programmes in different forms of study, the education acquired is equivalent.
48. Duration of full-time studies – 3 years, part-time– 4 years.

49. In terms of timetable studies can be organised on workdays, weekends or as distance studies.
50. Full-time studies are organised at the College or as distance studies from Monday to Friday and on Saturdays in separate cases.
51. Part-time weekend studies are organised at the College or as distance studies on Saturdays.
52. Distance studies are organised on weekends in the evening and on Saturdays as distance studies.
53. The volume of studies at the College is measured in credits (ECTS). One credit comprises from 25 to 30 conditional hours of student work. The volume of college studies is at least 180 credits, out of them:
 - 53.1. achievement of learning outcomes in the study field (including internship and preparation of the final thesis) is allocated at least 120 credits.
 - 53.2. a total volume of intended internships – at least 30 credits.
 - 53.3. a final thesis (project) – at least 9 credits.
54. Studies can be full-time and part-time in terms of their intensity:
 - 54.1. the usual volume of one-year full-time studies is 60 credits, but not less than 45 credits and it is the main form of organising studies;
 - 54.2. the usual volume of one-year part-time studies can be not less than 45 credits but their total length cannot be more than one and a half times longer than that of full-time studies.
55. The volume and duration of studies are provided in the study programmes.
56. Students, who have implemented (fully or partially) one study programme and are implementing the second or the third study programme of the College or other recognised higher education schools, the study volume can be reduced transferring the already obtained study credits. Crediting of learning outcomes is regulated by the Procedure for Crediting Learning Outcomes at Vilnius Business College.
57. Study programmes determine the conditions and procedure for obtaining higher education and certain professional qualifications.
58. The study programmes are developed in accordance with the regulation of the relevant study field, the standard of vocational training, the procedure for drawing up college study programmes and other normative acts defining the areas of professional activity, the professional competences acquired, the goals of study, methods of evaluation of learning outcomes, etc.
59. The study programme is assessed, approved and registered by the Academic Council of the College in accordance with the procedure established by the Ministry of Education, Science and Sports. The implementation and improvement of the study programme is supervised by the Study Programme Committee, which is approved by the Director of the College upon the proposal of the Departments.
60. For students, who combine studies of several study programmes or studies at different higher education institutions and/or working, a flexible study schedule can be arranged after the first

semester of consecutive studies. A student has to arrange the flexible study timetable with teaching lecturers. This timetable is approved by the Head of Department, which supervises the study programme.

61. A college study programme consists of study subjects (modules). A study subject (module) is an independent unit from the research or applied perspective. The following ways of studies are applied: lectures, practical classes, student independent work, research works, etc., and combinations of all these ways.
62. In terms of content, the study subjects (modules) are divided into study subjects in the study field, study subjects of general college studies and those of specialisation.
63. According to the type, study subjects (modules) of the study programme are divided into compulsory, optional and freely elective study subjects.
64. Compulsory study subjects – study subjects that provide students with theoretical and practical fundamentals of general higher education, the study field and the qualification of the chosen study programme.
65. Optional study subjects – study subjects that essentially supplement studies in the major study field or studies chosen by the student in another study field. The study subjects can be chosen by the student from the list provided in the plan of the study programme.
66. Freely optional study subjects can be chosen by the student from all the study subjects implemented in the College or study subjects completed by the student in other recognised higher education institutions in Lithuania or abroad can be credited as freely optional study subjects.
67. The descriptions of study subjects (modules) are prepared by Departments following the requirements of the College. Descriptions of study subject make up an integral part of the study programme.
68. A study programme is submitted for external evaluation if it has undergone essential changes or the established accreditation term expires. The order of the Ministry of Education, Science and Sports of the Republic of Lithuania on the procedure for external evaluation and accreditation of study programs provides for the procedure of external evaluation.
69. Forms of study organisation – contact work, distance work (if provided), mixed teaching/learning, internship and student independent work, etc.
70. Contact work – lecturer-led studies in the educational premises of the College and in a virtual environment. Forms of contact work: lectures, practical classes (discussions, seminars, practical works, project works, etc.), consultations and others. Contact work is organised in groups (one or more academic groups). Duration of contact work is measured in academic hours (45 min.). Minimal duration of contact work – two academic hours.
71. Distance work – lecturer-led student studies using information and communication technologies.

72. Independent work – student independent studies led by the lecturer or working in the base of the College or at home. The volume of independent work is provided in the description of every study subject (module).
73. Internship – a part of studies, when student knowledge is tested and improved through practical professional activities. If internship is conducted in an institution, company or organisation, they appoint one more (own) internship mentor.
74. The volume of contact work for a study subject/module is provided in the study plans of the study programme. The volume of contact work for small student groups in full-time studies is established in accordance with the orders of the Minister of Education, Science and Sport and following the regulation that contact work comprises at least 20 % of the volume of the study subject/module.
75. The languages of instruction in the College include Lithuanian and foreign languages (English, Russian).
76. Other (foreign) languages of instruction can be used, if:
 - 76.1. the content of the study programme is linked to another language;
 - 76.2. lectures or other academic classes are delivered by foreign lecturers;
 - 76.3. studies are organised according to joint study programmes or study programmes the graduates of which are conferred double qualification degree and part of these studies are implemented in other countries, where language of instruction is not Lithuanian, or correspond to the cases specified in point 1 or 2 of this paragraph;
 - 76.4. studies are held according to the study programmes for studies of foreign students or in the case of study exchange.
77. Studies in the College are organised in semesters. An academic year consists of two semesters – autumn and spring. The academic year for students in full-time studies with the Lithuanian language of instruction starts 1 September and ends 31 August. The academic year for the first-year foreign students starts 1 October (second and year foreign students start 1 September) and finishes 31 August. The duration of semesters (contact work, internships, examination sessions) and vocation are provided for in the study calendar, which is approved by the Director of the College.
78. Lectures, practical classes, consultations, examination sessions and resitting of examinations are held according to timetables. Timetables are announced on the Virtual Learning Environment and (or) on the internal information system no later than 5 working days before the start of the semester and examinations.
79. Timetables of semester, examination and examination resitting are drawn up taking into account the study calendar. They are approved by the Deputy Director for Academic Activities of the College.
80. Internships can be conducted during summer.
81. Students are not transferred to a further semester /year if after the semester/year is over, they have academic debts of more than 30 ECTS credits and (or) have accumulated less than 50 % of the ECTS credits of the semester.

82. At the request of the student, the right to repeat the course or the right to continue studies with academic debts may be granted, indicating the deadline for academic debt settlement. A student who has not eliminated academic debts on time may, at his/her own request, be transferred to the unclassified students at the College. After settlement of academic debts as an unclassified student, such a person can be returned to the student list under the conditions set by the College.
83. Students who have less than 30 ECTS credits of academic debts, have passed 50 % the semester ECTS credits and have not declared their intention to discontinue their studies in writing are transferred to the next semester/course.
84. Resuming their studies after a study break, students must submit a request to continue their studies no later than the 15th of the first month of the new semester.
85. During their studies students must have completed at least 9 credits of elective subjects that are not included in their degree study programme. Students must choose freely elective study subjects:
 - 85.1. for autumn semester – by 20 September.
 - 85.2. for spring semester – by 10 February.
86. At the beginning of teaching the study subject (module), the lecturer presents the students with the programme of the study subject (module), specifies its objectives, the intended learning outcomes, the structure and criteria for the evaluation of the study subject (module). The lecturer introduces students to *the Procedure for Evaluating the Learning Outcomes at Vilnius Business College*, the strategy and criteria for evaluating the study subject (module), the procedure for organizing evaluation.
87. The volume of work necessary to achieve the learning outcomes of the study subject (module) cannot exceed the volume of the study subject expressed in credits.
88. The College guarantees material resources and the level of teaching necessary for achievement of learning outcomes of the study subject (module).
89. Full-time students of consecutive study programmes must attend lectures, practical classes and complete internships provided for in the study programme.
90. The level of achieving learning outcomes of every studied study subject (module) is evaluated applying a ten-point (10) scale establishing the level of achieving learning outcomes: excellent, typical and threshold. To evaluate the results of the study subject (module), cumulative evaluation is applied, which is provided in the evaluation strategy of the study subject (module) and outlined in the description of the study subject (module).
91. The main method of evaluating learning outcomes is examination. The timetable of evaluating learning outcomes is announced on the Virtual Learning Environment of the College and (or) in the internal information system not later than 5 workdays prior to an examination.
92. The results of the examination are evaluated using a ten-point system. Other principles of evaluation are established in the Procedure for Evaluating Learning Outcomes at VBC.
93. The examination is organized and the learning outcomes of the study subject (module) are

evaluated by the lecturer who taught the study subject (module) or supervised the studies.

94. If a lecturer who has taught a study subject (module) or has supervised studies cannot evaluate the learning outcomes due to illness or other important reasons, the Director shall appoint another lecturer or set up a commission of specialists in the field at the request of the Head of the Department. A commission for the evaluation of learning outcomes may also be established upon a reasoned request from students.
95. Reasoned requests for the formation of a commission shall be submitted to the Director at the latest 5 days before the scheduled date of the examination.
96. The lecturer who has taught the study subject (module) or supervised the studies also prepares interim (mid-term) evaluations of the learning outcomes. These assessments are included in the final assessment of the learning outcomes of the study subject (module). Interim assessments, as components of the cumulative assessment, must be specified in the description of the study subject(s) being studied.
97. The examination can only be attended by students who do not have financial debts to the College.
98. The study subject (module) is said to be completed if the learning outcomes of the study subject (module) are evaluated by not lower than 5 points.
99. A student who is unable to attend the examination due to illness or other relevant reasons must contact the study coordinator no later than 5 days before the examination for permission to take the examination at another time or to extend the term of passing the examinations.
100. Students who fail to attend the examination without a justified reason are marked as absent from at the examination, and "not arrived" is marked in the examination register.
101. The student who disagrees with the evaluation of the learning outcomes has the right to appeal to the Appeal Commission by a reasoned request no later than within 3 days after the announcement of the evaluation of the examination. The Appeals Commission is approved by the Director. The Commission must include at least one member of the Students Representation. Until the Appeals Commission announces its decision, no decisions related to the considered learning outcomes are valid.
102. The validity of learning outcomes of the students, who resume studies in the consecutive study programmes, is established by the Head of the College.
103. During the whole period of studies, the student can improve (resit the examination) the evaluations of the learning outcomes of no more than two study subjects and no later than one month before the defence of the final thesis/project.
104. The fee for the examination to improve the learning outcomes of the studied subject (module) is determined by the order of the Director of the College.
105. Written works of interim (mid-term) tests and assignments (tests and project works) are stored 2 weeks after the examination. Reports on internships in companies, and final theses are stored in the Library of the College in accordance with the Plan of Documentation at the College.
106. The procedure for transfer to further year of studies: following the examination registers of the College and the Regulations, the study coordinator compiles a list of students transferred to further year of studies with the average evaluations, which is approved by the Director.

107. Failure to pass the examination during the scheduled examination or extended examination period is considered the student's academic debt. Academic debts may be settled during the new semester, but not later than one month before the date of final work/project defence. A student whose examination session has been extended can eliminate accumulated academic debts within two months of the extended time, but no later than one month before the date of the final work/project defence.
108. If the student is in the year of studies, all academic debts (study subjects (modules)) must be settled before the defence at Department. If the academic debts are not liquidated, the student cannot defend the thesis/project and must repeat the study subjects (modules) in the next academic year and pay for the credits.
109. Students of consecutive study programmes who have not eliminated their academic debts on time:
- 109.1. may be removed from the list of students;
 - 109.2. have the right to apply to the study coordinator and, at their own request, to obtain permission from the Director to repeat the studies of the relevant study subjects (modules). In this case, the deadline for the elimination of these academic debts is postponed for one year;
 - 109.3. have the right to apply to the study coordinator and, at their own request, to obtain permission from the Director to repeat a semester (course) for a fee determined by the Director;
 - 109.4. become an unclassified student.
110. Students pursuing consecutive study programs can combine them with non-consecutive studies or other forms of consecutive studies. Students wishing to simultaneously pursue different consecutive study programs are accepted to each study programme following the general procedure.
111. After choosing to study subjects taught in other study programmes, the student must register for studies in accordance with the procedure established by the College.
112. Study accounting documents include an electronic diary of study subjects, an examination register of the College, an academic debt settlement form, an electronic summary of student semester and final results. The study coordinator is in charge of study accounting.
113. The assessment of learning outcomes is entered into the examination register, an accounting document, at the end of the semester. The register is filled out by the lecturer.
114. A form of academic debt settlement is handed to students by the study coordinator prior to resitting of the examination. After resitting of the examination students submit the form to the lecturer, and the latter returns this form to the study coordinator after resitting of the examination.
115. The records in the examination register of the College are valid if they are clear, without corrections, made on time, confirmed by the signature of the lecturer who assessed the learning outcomes. Disputed cases are examined by the Appeal Commission.

VI. STUDENT MOBILITY

116. The College creates conditions for students to take part in the Erasmus+ student exchange programme. Department of Communication and International Relations informal about mobility opportunities and selection criteria and carries out selection of students for mobility.

117. Students are selected for participation in Erasmus+ student exchange programme on competitive basis. The main criteria for selection:
 - 117.1. High general academic progress;
 - 117.2. Appropriate level of foreign language;
 - 117.3. Motivation, initiative and independence.
118. Before going to study (to complete internship) according to Erasmus+ student exchange programme, a College student must sign a study (internship) contract, which provides for the coordinated study (internship) programme, which is in line with the student's study field and level. The contract is signed by the student, the Head of the relevant Department and the coordinator of the Erasmus+ exchange program. During one semester of studies in the exchange programs, the outgoing student is recommended to collect at least 30 ECTS credits. The duration of the internship abroad must be at least 2 months.
119. Before leaving under the mobility program, the student must pay the tuition fee settled by the College for the next semester and sign an Erasmus+ grant agreement with the College.
120. A college student who returns from an exchange program must submit to the Department of Communication and International Relations a transcript of records issued by a foreign university (organisation), which records the learning outcomes (execution of a practical task), the credits received (duration of the internship) and marks.
121. The procedure for organizing the international mobility of students is described in detail in the Procedure for Student Mobility of the Vilnius Business College.
122. A student in consecutive studies can change the study programme, the form of the chosen study programme (from full-time to part-time and vice versa).
123. Changing the study programme is possible if no more than 4-5 (up to 15 credits) academic differences occur due to the change of the study programme. The deadline for the elimination of academic differences arising from changing the study programme or form of study is determined by the Head of the Department supervising the study programme the student is enrolled in. Until the academic differences are settled, the student is considered to have academic debts.
124. The College students can simultaneously study at other recognized higher education institutions, and students of other recognized higher education institutions may study at the Vilnius Business College. The College students can fulfil part of the requirements of the study programme at another higher education institution, and those of other higher education institutions at the Vilnius Business College.
125. Studies in other higher education institutions can be recognized (credited) as part of the consecutive study programs conducted at the College. If the number of credits of the study subjects studied, the content of the study subject and the form of evaluation correspond, the study subjects are credited as provided in the Procedure for Crediting Learning Outcomes of the Vilnius Business College.
126. A flexible study timetable can be arranged for a College student studying at other recognized higher education institutions.

VII. TERMINATION, RESUMPTION OF STUDIES AND ACADEMIC LEAVES

127. Studies are terminated and students are removed from the College's student lists:
 - 127.1. when a student completes the study programme and defends the final thesis or project;
 - 127.2. at his/her request (due to family or other circumstances);
 - 127.3. when studies become impossible for objective reasons (disease, death, etc.);
 - 127.4. when a student is expelled from the College for academic debts according to §109.1 of the Regulations;
 - 127.5. when the requirements stipulated in the study contract are not fulfilled;
 - 127.6. when a student has not registered for studies after the study break;
 - 127.7. when a student seriously violates the Statute of the College, internal rules of procedure;
 - 127.8. when a student has violated the laws of the Republic of Lithuania and cannot continue studies due to the court judgment that has entered into force, etc.
128. Students who pursue a consecutive study programme and are unable to continue their studies for a significant reason may interrupt their studies and then resume them. A study break is granted due to illness, pregnancy, parental leave and other important reasons at the request of students.
129. In case of a study break, a student is granted an academic leave. Academic leave is allowed at their own request for no longer than one academic year and no more than twice during the entire period of their studies.
130. Academic leave is not granted to students who have not completed the first semester of studies, except in cases of illness, pregnancy and parental leave.
131. The academic leave is formalized by the order of the Director, indicating the reasons for the interruption of studies and the duration of the academic leave.
132. If the student's study programme has changed during his/her academic leave, a student is allowed to eliminate the academic differences in the study programme within one semester from the start of the resumption of studies, but no later than two weeks before the start of the new semester examinations.
133. Upon completion of the academic vacation, the student must submit an application to the Director of the College for the renewal of studies by 15th of the first month of the semester.
134. A person removed from student lists may be returned to the College. Academic differences and academic debts may be eliminated within a year from the start of the resumption of studies. A student is considered a debtor until he or she eliminates academic differences and academic debts.
135. Studies are terminated and students are removed from the student lists of the College by the order of the Director. In exceptional cases a student may be expelled by the Director directly.
136. Expelled students who wish to receive a transcript of records at the College must fulfil their financial obligations to the College in accordance with the established procedure.

VIII. COMPLETION OF STUDIES

137. A student who has fulfilled all the requirements of the chosen study programme is considered to have completed the College studies. The graduates of the college studies are conferred the

professional bachelor's degree and obtain the diploma of professional bachelor.

138. The results of completing the study programme are evaluated by the Qualification Commission appointed by the Director.
139. The degree of professional bachelor and professional qualification are awarded if the final work/project is defended.
140. Only students, who have fulfilled all the requirements of the study programme, have no financial debts, have no debts to the Library, are allowed to defend their final work/project. Defence dates are announced on a separate timetable.
141. The professional bachelor diploma "cum laude" are issued to a student, whose final marks for all study subjects (modules) are not lower than 8 (good) and their weighted average is not lower than 9 (very good) and whose final thesis / project is evaluated 9 (very good) or 10 (excellent).
142. Along with the document confirming the completion of studies, a supplement to the diploma is delivered, which indicates all study subjects (modules) studied at the College or another higher education institution and transferred to the College, their scope, evaluation and the final evaluation form of the learning outcomes of the study programme (final thesis or project) and evaluation.
143. The defence of the final thesis/project may be postponed until the next meeting of the Qualification Committee for students who, for important reasons, are unable or were unable to defend the final thesis/project on time.
144. Défense at the Department is mandatory for students preparing a final thesis or project. Students who have not participated or defended their thesis or project in the Department do not have the right to defend their thesis or project in the Qualification Committee.
145. Students, who have not prepared the final thesis or project on time, have not participated or defended their thesis or project in the Department without valid reason, have not defended the final thesis, at their request and by order of the Director, are allowed to defend their thesis or project again in no earlier than one year for a fee set by the College.
146. Appeals regarding the violation of the procedure for thesis or project evaluation are submitted to the Director of the College within 24 hours after announcement of the results. Appeals are considered following the Procedure for Dealing with Appeals at Vilnius Business College.

IX. STUDENT RIGHTS AND RESPONSIBILITIES

147. The students at the College have the right:
 - 147.1. to obtain higher college education of the chosen study programme, which meets the standards of the volume and quality outlined in the Regulations, the Statute of Vilnius Business College, and the laws of the Republic of Lithuania;
 - 147.2. to choose the study programme, specialisation; to study separate study subjects and study modules in other higher education schools; to study according to flexible study timetables; to change the study programme and form, to suspend and resume studies following the established procedure, to participate in international academic exchange;
 - 147.3. to use the methodological and scientific literature and material and technical resources available in the College for the purpose of carrying out the study programme; the facilities of

- the College for studies, cultural life, health care, and recreation;
- 147.4. to obtain information related to studies, to evaluate study programmes, study process, and the work of lecturers, and to express their own assessments, without infringing on the rights of others;
 - 147.5. to exercise academic freedom of thought and expression, to express their thoughts and beliefs on all academic, social and cultural issues and to receive all information related to them, to the extent that this is not contrary to the laws of the Republic of Lithuania, the normative acts of the College and the values fostered by the College;
 - 147.6. to appeal the assessments of learning outcomes and decisions of the College Administration to the Appeal Commission and Dispute Commission and to receive a response within the established deadlines;
 - 147.7. to receive social support in the prescribed manner;
 - 147.8. to elect the Student Representation, head students of groups and to be elected;
 - 147.9. to freely join student social organizations, clubs, gatherings, movements, be elected to their governing bodies, participate in the activities of other social and cultural organizations that do not conflict with the laws of the Republic of Lithuania and the Statute of the Vilnius Business College;
 - 147.10. to participate in research and creative activities of the College;
 - 147.11. to participate in the management of the College in the manner established by the Statute.
148. The students at the College must:
- 148.1. fulfil the requirements of the chosen study programme;
 - 148.2. follow the Regulations, the Statute of the Vilnius Business College, the study contract and other acts regulating studies and the internal life of the College, as well as the laws of the Republic of Lithuania;
 - 148.3. implement decisions of the administration of the College;
 - 148.4. comply with general moral norms and academic ethics, rules of internal order for students.

X. STUDENT INCENTIVES AND PENALTIES

149. Students who study well and actively participate in the College's social life, research, sports and other activities can be entitled to incentives. Penalties are imposed on students who violate the Regulations and the internal rules of the College: notice, reprimand, and severe reprimand, expulsion from the College.
150. If a disciplinary penalty is imposed on a member of the College's Student Representation, the consent of the representation must be obtained, unless a disciplinary penalty is imposed for non-compliance with the requirements of the study programme. If the College Student Representation disagrees with the imposition of a penalty, a disciplinary penalty may be imposed on a member of the Representation by a decision of the Academic Council.
151. Information about incentives and penalties is included in the student's personal file. Incentives and penalties are assigned by orders by the Director.
152. A student, who disagrees with imposed penalty or expulsion from the College, has the right to appeal in writing to the Appeals Commission of the College no later than 3 days after the publication of the penalty. The Commission considers the dispute within at least 10 working days.

XI. APPEALS

153. Appeals at the College are overseen in accordance with the valid legal acts, the Statute of the Vilnius Business College and the Study Regulations.
154. Appeals are received and registered by the study coordinator.
155. Upon receipt of statements or appeals in writing, the study coordinator must register them in “ The Register of Personal Requests, Suggestions, Appeals and Their Handling Documents V2“ in accordance with the prescribed procedure and handing them to the Director and his/her authorised person.
156. The Director must consider the complaint within the period of 15 calendar days and respond to the complainant in writing.

XII. INTERNAL ASSURANCE OF STUDY QUALITY

157. The supervision of quality assurance is carried out by the College Administration together with the Centre for Quality Assessment in Higher Education.
158. Considerable attention in internal quality assurance of the implemented study programmes is paid to monitoring of study progress and attendance and support for students, who experience learning difficulties.
159. The system of progress monitoring and support is implemented at three levels: individual, departmental and institutional (College) ones.
160. Students, lecturers and study coordinators work at the individual level.
161. Students are responsible for monitoring their study subjects and their academic progress based on the evaluations of mid-term tests and final reports, as well as being active in seeking to receive support related to their studies.
162. The lecturer provides students with feedback on mid-term and final study progress assessments in the Virtual Learning Environment, via e-mail, or during group or personal consultations.
163. The study coordinator contacts personally with the student who does not attend lectures and/or mid-term and final tests in order to find out the reasons for his/her non-participation in the study process. If necessary, the personal situation of a student is discussed the Deputy Director for Academic Affairs.
164. At least once a semester informal group meetings with the study coordinator are held. If necessary, collected information/questions and problems raised by students are transferred to responsible persons or departments according to their competence.
165. Involvement of Department in monitoring of student progress and support provision is

coordinated by the Head of Department. The Department is responsible for evaluation of qualitative information on student/student group progress seeking to use the results of analysis for improvement of study quality improvement.

166. The study quality at the level of the College is evaluated employing the following methods: opinion surveys of students, graduates, entrants, lecturers, employers; monitoring of indicators of student progress and dropout and other quantitative and qualitative performance indicators.
167. During evaluation students evaluate every study subject, its compliance with the description of the study subject, preparation of the lecturer for lectures, clarity of evaluation criteria, assessment procedure and the variety of applied teaching methods. The evaluation results are discussed at the Department meetings.
168. At least once a year, a Management Review is carried out, during which decisions are made on the improvement of the services provided in relation to customer requirements.

XIII. PERSONAL DATA PROCESSING

169. The processing of personal data is regulated by the Rules of Vilnius Business College on the Processing of Personal Data.

XIV. STUDENT ORGANISATIONS

170. Students can establish the College science, sports, arts, self-help, self-government and other non-political organizations.
171. The interests of students in the College are represented by the Student Representation.
172. The Student Representation bases its activities on the Law on Associations of the Republic of Lithuania and other legal acts, as well as the Statute of the Vilnius Business College and the Statutes of the Student Representation of the Vilnius Business College.

XV. ENTRY INTO FORCE OF THE REGULATIONS

173. The Regulations enter into force on 15 April 2021.
 174. The Regulations are amended in accordance with the Statute.
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