

APPROVED
by order of the Rector of EHU
No.1-38, dated 26.03. 2026

REGULATIONS ON THE STUDENT REGISTER EUROPEAN HUMANITIES UNIVERSITY

I. GENERAL PROVISIONS

1. The register of students of the European Humanities University (hereinafter referred to as the University) is the official list of students in the University's educational programs.

2. The Regulation on the Register of Students of the European Humanities University (hereinafter referred to as the Regulation) establishes the procedure for enrollment, expulsion, transfer, reinstatement, and granting academic leave to students of first-level (bachelor's) educational programs, continuous university education programs, and second-level (master's) programs of the University.

3. The procedure for working with students of third-level educational programs (doctoral) is established by the Regulations for doctoral studies in the scientific direction "Philosophy" of Vytautas Magnus University, the Lithuanian Institute of Cultural Studies, the European Humanities University, or other documents establishing the procedure for studying in the relevant educational program, approved in the established manner.

4. The Regulation has been developed on the basis of the Law of the Republic of Lithuania "On Science and Education", normative legal acts of the Republic of Lithuania governing education issues, the Statute of the University, other documents of the University governing education, approved by the Senate and approved by the Rector of the University in accordance with the established procedure.

5. The following concepts, symbols and abbreviations are used in the Regulation:

- 5.1. **BA** - first-level educational programs (bachelor's);
- 5.2. **MA** – second-level education programs (master's);
- 5.3. **Integrated** - continuous university education programs;
- 5.4. **HR** - programs of permanent training with full-time or blended mode of study (Higher Residence);
- 5.5. **LR** - permanent training programs with sessional or blended scheduling mode (Low Residence);
- 5.6. **PhD** - a third-level program in the field of "Philosophy" (doctoral);
- 5.7. **ECTS** - European Credit Transfer System (European Credit Transfer System).
- 5.8. **CAP** – Academic Support Center.

II. STUDENT ADMISSION PROCEDURE

6. Procedure for admission to educational programs:

6.1. Admission to the University's educational programs is carried out in accordance with *the Rules for Admission to First-Course (Bachelor's) Programs* and *the Rules for Admission to Second-Course (Master's) Programs* , approved by the Rector.

6.2. Based on the results of the competitive selection and the recommendation of the Admissions Committee, an agreement is concluded with applicants for the provision of educational services under the terms of study established at the University for the current academic year.

6.3. Admission to the University is formalized by order of the Rector.

7. The procedure for enrolling students who studied at another higher education institution at the University based on the results of recognition of partial studies:

7. 1. Persons who have studied in other higher education institutions in Lithuania or foreign countries under programmes providing for the acquisition of higher education and who wish to

continue their studies at the University, taking into account the results achieved in the same or other educational programmes of the first or second level of study, shall be enrolled at the University in the relevant year of the relevant educational programme after the University has recognised the results of partial studies obtained at another higher education institution.

7. 2. The results of partial studies are recognized by the University in accordance with the procedure established by the Regulation on the procedure for recognizing the results of studies by the European Humanities University.

7.3. After the University completes the recognition of partial academic results from another institution of higher education, an agreement for the provision of educational services under the terms of study for the program, form, and year of enrollment is concluded with the applicant. Following the signing of the agreement, the Rector issues an order regarding enrollment.

III. STUDENT WITHDRAWAL PROCEDURE

8.1. Students may be withdrawn from the University:

8.1.1. on one's own initiative (personal application, family circumstances, illness, etc.);

8.1.2. at the initiative of the University administration (for academic debts, for missing classes, for not starting classes, for failure to comply with the terms of the agreement on the provision of educational services, for violation of discipline and public order, upon detection of plagiarism in written work, for failure to comply with the requirements of the educational program, for financial debts, for not returning from academic leave, for completing studies, etc.).

9.1. Expulsion at the initiative of the University administration.

9.1.1. Students are expelled for academic failures:

9.1.1.1. those who received 50 percent or more unsatisfactory grades based on the results of the examination session or missed the session without a valid reason;

9.1.1.2. those who have not eliminated academic debts within the established timeframes;

9.1.1.3. students, if their academic debt for the completion of the curriculum for the completed period of study is more than 24 ECTS credits (for the LR form of study) and more than 30 ECTS credits (for the HR form of study).

9.1.2. HR students may be expelled from the University for absenteeism if they miss more than 20 percent of their classes in a semester without a valid excuse. LR students may be expelled for failure to attend exams and sessions, for failure to attend introductory lectures, or for missing more than 20 percent of their distance learning classes in a semester without a valid excuse.

9.1.3. Students of the HR form of study will be expelled as having not started classes if they have not arrived at the University by the beginning of the semester and do not attend classes within 30 days from the beginning of the semester without notifying the University of the reason for their absence.

9.1.4. Students who violate the conditions stipulated by the relevant clauses of this agreement will be expelled for failure to comply with the conditions stipulated by the agreement for the provision of educational services.

9.1.5. Students are expelled for violation of discipline and public order in the event of gross or systematic violation of the University's internal regulations, dormitory rules, or committing acts incompatible with ethical and moral standards.

9.1.6. Expulsion upon detection of plagiarism in written works is carried out in accordance with *the Regulation on the independence of written and creative work of the European Humanities University*.

9.1.7. Expulsion for failure to meet the requirements of the educational program occurs if the student has not completed the program's curriculum and cannot be admitted to the pre-defense and defense of the final thesis.

9.1.8. Expulsion for financial debts is carried out in accordance with *the Basic Financial Rules for Students of the European Humanities University*.

9.1.9. Expulsion of students who have not returned from academic leave is carried out if the student has not started their studies within the established timeframe.

9.1.10. Students who have completed their studies are expelled from the University no later than one month after the official date of issuance of the diploma (summer graduation), and no later than the beginning of the new semester (winter graduation).

9.4. Expulsion for academic and financial debts, as well as expulsion of those who have not returned from academic leave, is carried out on the basis of a memo from the Director of the Center for Academic Excellence and in agreement with the Departments.

9.5. Expulsion for all other reasons is carried out on the basis of a memo from the head of the Department and in agreement with the director of the CAP.

9.6. In all of the above cases, the Rector issues an order for expulsion, and the contract for the provision of educational services with the expelled students is terminated, and access to the university's electronic resources - email, Moodle, etc. - is blocked.

9.7. In the event of expulsion of students who have not reached the age of majority, the CAP staff notifies the parents or legal representatives of the expulsion.

IV. TRANSFERS PROCEDURES

10. Transfer of students from course to course.

10.1. Students who have fully completed the requirements of the curriculum for a given course and successfully passed all exams are transferred to the next year by order of the rector.

10.2. The terms and conditions for the elimination of academic debts and repeated training are determined by *the Procedure for assessing learning outcomes (Appendix 5)*.

10.3. LR students may be granted the right to complete their program curriculum in their fourth year upon application, if they successfully complete the program's curriculum during the first three years. The procedure and conditions for early completion of LR programs are established by *the Regulation on Early Completion of Bachelor's Programs in LR (Appendix 6 of the Basic Financial Rules for EHU Students)*.

11. Transfer to another educational program or change of form of study:

11.1. The transfer of students from one educational program to another is permitted on a strictly individual basis within the framework of the level of study.

11.2. The transfer of students from one bachelor's program to another is only possible during the first to third semesters.

11.3. The transfer of students from one Master's program to another for a period of study of one and a half years is possible only during the first semester, and during the first and second semesters for a period of study of two years.

11.4. The transfer of students from one form of education to another is possible throughout the entire period of study.

11.5. The transfer of students from one educational program to another or from one form of study to another is carried out only at the end of the semester and no later than during the first month of the semester.

11.6. To arrange a transfer, a student must submit an application addressed to the rector, stating the reason for the transfer. The application must include explanatory endorsements from the Center for Advanced Studies (CAP) staff, a resolution from the program supervisor with recommendations, and final endorsements from the head of the academic department and the Director of the CAP.

11.7. The transfer is formalized by order of the Rector.

V. REINSTATEMENT PROCEDURE

12. Reinstatement to the University.

12.1. Reinstatement to the University's student body may occur regardless of the length of the interruption in studies or the reasons for expulsion. In certain cases, the reasons for expulsion may be taken into account when deciding whether to reinstate a student .

12.2. In the event of a break of more than 5 years from the date of expulsion, reinstatement of students to the University is carried out under conditions established by the University individually for each student(s) , depending on changes that have occurred in the content of the educational program.

12.3. After the third expulsion at the initiative of the University, the reinstatement procedure is not applied, and only enrollment as a student is possible on the basis of the procedure established by *the Rules for Admission to First-Course (Bachelor's) Programs* or *the Rules for Admission to Second-Course (Master's) Programs*.

12.4. Students are reinstated to a course of study determined by the number of credits previously earned. The outstanding syllabus for the relevant course may be no more than 12 credits for LR students and no more than 24 credits for HR students. Otherwise, reinstatement is made to the next course.

12.5. Students may be reinstated at the University to the same educational program in which they studied previously, or to a different one, to any form of study, under the financial conditions established by the University for the program, form of study, and year of enrollment for which reinstatement is being made.

12.6. To be reinstated as a student at the University, an application must be submitted to the Rector no later than one month before the start of the academic year or semester in which the expelled student plans to resume studies. A copy of the student's passport and other documents must be attached to the application, in case any changes to personal information, etc., occurred during the period of expulsion.

12.7. The application must be accompanied by explanatory signatures from the CAP staff, a resolution from the program curator with recommendations, and final signatures from the head of the academic department and the director of the CAP.

12.8. A new agreement for the provision of educational services is concluded with students who have been reinstated at the University under the financial conditions established for the program, form of study, and year of enrollment for which reinstatement is being carried out.

12.9. Reinstatement is formalized by order of the Rector.

VI. PROCEDURE FOR GRANTING ACADEMIC LEAVE

13. Granting academic leave.

13.1. University students may be granted academic leave without losing their student status in the event of illness, pregnancy and childcare, difficult family circumstances, military service in the army, difficult financial situation, etc.

13.2. Academic leave is granted for a period of no more than one year (in the case of military service - for the duration of military service in the army), and only once during the period of study of the student(s) .

13.3. The financial conditions for granting academic leave are set out in paragraph 7 of *the Basic Financial Rules for EHU Students*.

13.4. The decision to grant academic leave is made based on the student's application addressed to the Rector. Documents confirming the need for academic leave must be attached to the application. In exceptional cases, the application may be accepted without supporting documents.

13.5. The application must be accompanied by explanatory endorsements from the CAP staff, a resolution from the program supervisor with recommendations, and final endorsements

from the head of the academic department and the CAP director. Academic leave is formalized by order of the Rector.

13.7. To return from academic leave, a student submits an application to the rector no later than one month before the start of the semester.

13.8. Students who have taken academic leave at the end of the academic year may be admitted to the subsequent course of study provided that they have cleared their academic debts within the period established by the University for the clearing of academic debts.

13.9. Students who do not return to classes upon expiration of their academic leave are expelled from the University.

VII. PROCESSING OF STUDENTS DOCUMENTS

14. Preparation of documents for student enrollment.

14.1. The personal files of students are compiled by the Central Archives of the Administration .

14.2. List of main documents stored in the personal file (in paper form and/or in the educational process administration system):

- applicant's questionnaire;
- an application for admission (for those admitted in accordance with the recognition of partial results of studies in another higher education institution) with explanatory visas from the CAP staff, a resolution from the program curator with recommendations and final visas from the head of the academic department and the director of the CAP.
- a copy of the document on secondary education (for persons enrolled in bachelor's programs);
- a copy of the diploma of higher education (for persons enrolled in master's programs and persons receiving a second higher education in bachelor's programs);
- a card of recognition by the University of educational courses completed at another higher education institution and recognized by the University in the established manner (for persons enrolled in the relevant course (year) based on the results of recognition of partial studies);
- copies of the passport (the last two pages or other pages with basic personal data);
- other documents, in accordance with *the Rules for Admission to First-Level Programs (Bachelor's)* and *the Rules for Admission to Second-Level Programs (Master's)*;
- a copy of the enrollment order;
- agreement on the provision of educational services (kept separately);
- inventory of personal file (formed when transferring personal file to the archive);

15. Preparation of documents upon student expulsion.

following must be additionally included in the student's personal file :

15.1.1. When expelling students who have fully fulfilled the requirements of the educational program:

- the protocol of the defense of the final bachelor's or master's thesis (or the protocol of the examination, if available);
- a copy of the orders on admission to defense, assignment of qualifications , expulsion;
- a copy of the diploma and diploma supplement.

15.1.2. In case of expulsion of students at the initiative of the university or at their personal request:

- a student's application for expulsion with explanatory stamps from the CAP staff, a resolution from the program supervisor, and final stamps from the head of the academic department and the director of the CAP (in case of expulsion based on a personal application).

- order of expulsion.

15.1.3. Expelled students, upon their request (personal application), are issued an academic transcript in the format established by the University. The academic transcript is issued in three languages: Lithuanian, English, and Russian. The academic transcript is registered, signed by the Director of the Academic Support Center, and sealed with the University seal.

15.1.3.1. An academic transcript is issued only after full payment to the University.

15.1.3.2. If a student has previously studied at several higher education institutions, he/she is issued an academic transcript, which includes the grades received during the period of study at all higher education institutions, indicating the higher education institutions in which they were taken.

15.1.3.3. The academic transcript does not include disciplines for which the student received unsatisfactory grades.

16. Preparation of documents for transferring students.

s) transfers from one course to another, the personal file is supplemented annually with copies of orders on the transfer of the student(s) from one course to another and the establishment of the tuition fee;

16.2. When transferring to another educational program or changing the form of education, the personal file is supplemented with:

- an application from a student(s) for transfer to another educational program or form of study with explanatory visas from the CAP staff, a resolution from the program curator and final visas from the head of the academic department and the director of the CAP;
- a copy of the transfer order;
- an agreement on the provision of educational services (in the event that the financial conditions of education for a specific student change) .

17. For students studying on exchange programs, the personal file is supplemented with:

- a copy of the order on sending the student(s) in exchange for study at another higher education institution, as well as a copy of the order stating that the student(s) has started classes after returning from another higher education institution;
- a card of recognition by the University of the results of studies at another higher education institution.

18. Preparation of documents for reinstatement of students.

18.1. Upon reinstatement to the University, the personal file is supplemented with:

- an application from the student(s) for reinstatement with explanatory visas from the CAP staff, a resolution from the program curator, and final visas from the head of the academic department and the director of the CAP;
- a copy of the order of reinstatement;
- an agreement on the provision of educational services.

19. Preparation of documents when granting students academic leave.

19.1. When students are granted academic leave, the personal file is supplemented with:

- an application from a student(s) for academic leave with explanatory visas from the CAP staff, a resolution from the program curator, and final visas from the head of the academic department and the director of the CAP;
- documents or their certified copies confirming the need to provide academic leave;
- a copy of the order granting academic leave;
- an application from a student(s) to return from academic leave with explanatory visas from the CAP staff, a resolution from the program curator, and final visas from the head of the academic department and the director of the CAP;
- a copy of the order stating that the student has received permission to begin classes;
- a copy of the expulsion order in the event that the student has not returned to classes upon expiration of the academic leave.

VIII. FINAL PROVISIONS

20. This Regulation shall enter into force from the moment it is signed by the Rector.

21. The Regulation is amended and approved by order of the Rector.