



LCC INTERNATIONAL
UNIVERSITY

2021-2022 Academic Catalog Graduate Programs

The provisions and requirements stated in this catalog are not to be considered as an irrevocable contract between the student and LCC International University. LCC reserves the right to change any of the provisions or requirements at any time within the student's term of residence. No such change, however, will be applied retroactively, so as to extend the time normally required for completion of the student's program.

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01 GENERAL INFORMATION

Mission Statement
An Overview of the University
Our History
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MISSION STATEMENT

LCC International University provides Christian liberal arts education within a diverse learning community that transforms people for servant leadership.

CORE VALUES

1. We believe that a liberal arts education integrates learning with all aspects of life.
2. We affirm a Christian worldview that invites all people to grow in truth and restoration through the power of the Gospel of Jesus Christ.
3. We value community as a safe place where people are respected, affirmed, and empowered, so that their dignity is upheld.
4. We pursue relationships that are mutual, authentic, and based on trust.
5. We celebrate diversity of cultures and traditions, personalities and opinions.

VISION STATEMENT

To be the leading Christian liberal arts university in Europe, renowned for its flourishing academic community, spiritual vitality, and global impact.

AN OVERVIEW OF THE UNIVERSITY

LCC International University is an exciting place to be! LCC was the first liberal arts university with Christian roots and orientation in all of Eastern Europe, and is growing rapidly. LCC offers the kind of liberal arts education that is characteristic of many North American universities and Christian higher education institutions.

As a Christian liberal arts institution, LCC offers certain qualities through its academic program. Those qualities may be summarized in the following three developmental goals of LCC, the goals of a liberal arts education:

- The development of a thoughtful citizen
- The development of character
- The development of a Christian worldview

The following sections describe these goals.

LIBERAL ARTS EDUCATION: THE DEVELOPMENT OF A THOUGHTFUL CITIZEN

The citizens of classical Greece studied the *artes liberales* (works befitting a free person) to obtain an education for free citizens who wanted to contribute to the life and development of their country.

Late in the second century of the Christian era, the church built upon this Greek tradition by developing the first Christian liberal arts college in Alexandria, Egypt, known as the Alexandrian Catechetical School. Students came from throughout the Mediterranean region to study, for every subject was considered worthy of examination within a Christ-centered academic environment.

Hugh of Saint Victor, an Augustinian monk in 12th century Paris, carried forward the academic commitments of the classical Greeks and the early church leaders by reviving the *artes liberales* to provide a dual focus on secular study and religious contemplation. Hugh's work became the basis for some of the great world universities such as the University of Paris.

Four hundred years later, the Jesuits of the Roman Catholic Church spread the classical education of *artes liberales* around the world in the many universities they founded,

including Vilnius University in Lithuania's capital. Other Christian communities followed the Jesuit example, establishing Christian liberal arts universities around the world.

The liberal arts consist of the arts, humanities, social sciences and often the natural sciences. A liberal arts education is not simply the transfer of information but thinking about and discussing related ideas. This type of learning functions best in an atmosphere of mutual respect and interaction between teacher and student. LCC builds upon a long tradition of rigorous academic study, caring human relationships, and Christian worldview.

PHILOSOPHY OF EDUCATION: THE DEVELOPMENT OF CHARACTER

The Board, Faculty and Staff at LCC believe each student is a person of worth and dignity. Because of this, faculty members seek relationships with students. Students who attend LCC have opportunity to develop close ties with professors in the classroom and in informal settings. Faculty members strive to model lives of integrity which students may choose to emulate.

Strength of character involves the willingness to think, solve problems, and lead others by the way one lives. A person of character chooses to act ethically. For the individual, character results in the development of self-expression, personal freedom and responsibility, and a commitment to the well-being of others. A society filled with persons of strong character expects freedom and responsibility for all persons.

A CHRISTIAN UNIVERSITY: THE DEVELOPMENT OF A CHRISTIAN WORLDVIEW

A worldview centered on the Judeo-Christian tradition is at the heart of LCC's programs of study. Faculty comes from a wide variety of church backgrounds. Students are admitted to LCC without regard to religious background.

A variety of Christian worship and service opportunities are offered to students but are not required. LCC wants to support the Christian church in the region and encourages students to worship in the church of their tradition and choice.

LCC is a distinctive institution. We are excited about that difference and welcome you to experience it.

STATEMENT OF FAITH

The Apostles' Creed and Nicene Creeds are accepted by Orthodox, Roman Catholic and Protestant churches as statements that express the central beliefs of the Christian faith. LCC is committed to these Creeds and holds both as its Statement of Faith. See the Appendix for the text of the Creeds. LCC asks faculty and staff members to affirm these Creeds and seeks faculty members who are Christians actively involved in the church.

OUR HISTORY

At the invitation of the Ministry of Education and Culture, the Lithuania Christian Fund began the establishment of Lithuania Christian College in the summer of 1991 in Panevėžys. That summer LCC began with classes in the English language at the first Summer Language Institute. During the fall and spring of 1991-1992, students studied English full-time in the English Language Institute.

Following a move to Klaipėda in the summer of 1992, the second Summer Language Institute took place. The four-year university program began in the fall of 1992 when students began first year courses. May of 1996 saw LCC's first

commencement exercises. Twenty-two graduated. In summer 2010 the first Master's level program was started with a cohort of 11 students.

From 1992 to 1999 LCC rented facilities within the Klaipeda University campus. In August 1999, LCC moved to new facilities on Kretingos street in Klaipėda. Three hundred and fifty students began the 1999-2000 academic year in the new facilities. Another 150 enrolled in the English language program. Currently there are about 700 students studying at LCC.

LCC also offers a variety of evening courses in English. Each July the university offers a three-week intensive English language course for professionals, students, and secondary school students.

GRADUATE PROGRAMS

LCC offers two MA degrees:

- MA Teaching English to Speakers of Other Languages (TESOL). The program began in June 2010.
- MA International Management. The program began in August 2014.

ACCREDITATION AND MEMBERSHIPS

In September 2000, the B.A. programs in English Language and Literature, and International Business Administration were recognized by the Lithuanian Ministry of Education. In summer 2002, the B.A. program in Evangelical Theology was recognized. In summer 2008, the B.A. program in Psychology and the MA program in TESOL were recognized. In summer 2014, the B.A. program in Contemporary Communication and the MA program in International Management were recognized. In summer 2015, the B.A. program in International Relations and Development was recognized. All undergraduate degree programs have subsequently been successfully reaccredited. The MA programs in TESOL and International Management have been successfully reaccredited in 2016 and 2017 respectively. LCC's accreditation status can be viewed on the website of the Ministry of Education and Science of the Republic of Lithuania. Follow the link below, select "English," "Institutions" and click "Universities" <http://www.aikos.smm.lt/aikos/index.htm>

LCC is also a member of several associations that include:

- Member, European Association for International Education (EAIE)
- Affiliate Member, Consortium for Global Education (CGE)
- Collaborative Partner, Council for Christian Colleges and Universities (CCCCU)
- Member, International Association for the Promotion of Christian Higher Education (IAPCHE)
- Member, Association of Christian Schools International (ACSI)
- Member, Baltic Management Development Association (BMDA)
- Member, European Association of Institutional Research (EAIR)
- Member, Lietuvos anglų kalbos mokytojų asociacija (LAKMA)

The following academic institutions are among those that have accepted or agreed to accept course credit and/or university degrees from LCC:

NORTH AMERICA

Anderson University*

USA

Azusa Pacific University*

USA

Bethel University*	USA
Biola University	USA
Bluffton University	USA
Brandeis University	USA
California Baptist University	USA
California Lutheran University	USA
California State University, Fresno	USA
Calvin College	USA
Canadian Mennonite University	Canada
Cedarville University*	USA
Charleston Southern University*	USA
Cleveland State University	USA
Colorado Christian University*	USA
Cornerstone University*	USA
Crown College	USA
Dominican University	USA
Dordt College*	USA
Eastern Mennonite University*	USA
Eastern University*	USA
Fresno Pacific University*	USA
Geneva College*	USA
George Fox University*	USA
Georgetown University	USA
Gordon College*	USA
Goshen College	USA
Hardin Simmons University*	USA
Hope College*	USA
Indiana University	USA
Indiana Wesleyan University*	USA
John Brown University*	USA
King's University*	Canada
Lee University*	USA
Malone University*	USA
Manhattan Christian College	USA
Messiah College*	USA
Mount Vernon Nazarene University	USA
Multnomah University*	USA
Northern Michigan University	USA
Northwestern College - IA*	USA
Point Loma Nazarene University*	USA
Portland State University	USA
Princeton Theological Seminary	USA
Providence College	Canada
Regent College	Canada
Regent University	USA
Roberts Wesleyan College*	USA
Rutgers University	USA
Seattle Pacific University	USA
Southern Illinois University	USA
St. Cloud State University	USA
Sterling College	USA
Tabor College	USA
Taylor University*	USA
St. Catherine University	USA

Trinity Western University	Canada
Tyndale University College and Seminary	Canada
Union University*	USA
University of California Santa Barbara	USA
University of Iowa	USA
University of Mary Hardin-Baylor*	USA
University of Northwestern - St. Paul*	USA
University of Washington	USA
University of Winnipeg	Canada
Vanguard University*	USA
Waynesburg University*	USA
Westmont College*	USA
Wheaton College*	USA
Whitworth University	USA
William Jessup University*	USA

EUROPE

Adnan Menderes University	Turkey
American University of Armenia*	Armenia
American University in Bulgaria*	Bulgaria
Anadolu University	Turkey
Anglo-American University*	Czech Republic
Ankara University	Turkey
Artevelde Hogeschool*	Belgium
Baltic Business Institute, Kalmar University	Sweden
Baltic Management Institute	Lithuania
Budapest Metropolitan University*	Hungary
Burgundy School of Business	France
Bury College	UK
Business School Berlin*	Germany
CAG University	Turkey
Canterbury Christ Church University*	UK
Catholic University of Lyon*	France
Caucasus University*	Georgia
Central European University	Hungary
Chemnitz University of Technology	Germany
Christian University of Applied Sciences*	Netherlands
Cukurova University	Turkey
Cumhuriyet University	Turkey
Dicle University	Turkey
Dogus University	Turkey
EBC Hochschule*	Germany
Eberhard Karls University Tubingen	Germany
EGE University	Turkey
EHSAL European University College Brussels	Belgium
Eskisehir Osmangazi University	Turkey
European University Viadrina Frankfurt (Oder)	Germany
European University Cyprus*	Cyprus
Evangelical Theological Faculty	Belgium
Florence University	Italy
Hannover University of Applied Sciences and Arts*	Germany
Hanze University of Applied Sciences	Netherlands
Hochschule Ravensburg-Weingarten	Germany
Hogeschool-Universiteit Brussel	Belgium

Hradec Kralove University	Czech Republic
Illia State University	Georgia
International University Audentes	Estonia
Internationale Hochschule Liebenzell*	Germany
ISM University of Management and Economics	Lithuania
Jagiellonian University	Poland
Justus Liebig University Giessen	Germany
Karadeniz Technical University	Turkey
Karlstadt University	Sweden
Karoli Gaspar University of the Reformed Church*	Hungary
Kaunas University of Technology	Lithuania
Kazakh State Women's Teacher Training University*	Kazakhstan
KIMEP University*	Kazakhstan
Klaipėda University	Lithuania
Leuphana University of Luneburg	Germany
Liberec Technical University	Czech Republic
Liepaja University	Latvia
Lille Catholic University*	France
London School of Economics	UK
Lund University	Sweden
Lyon ISARA College	France
Magdeburg University	Germany
Mannheim University	Germany
Mersin University	Turkey
Montesquieu University - Bordeaux IV	France
MSB Medical School Berlin*	Germany
Mykolas Romeris University	Lithuania
Norwegian University of Science and Technology	Norway
Oxford Brookes University	United Kingdom
Padova University	Italy
Palacky University	Czech Republic
Pazmany Peter Catholic University*	Hungary
Polytechnic University of Catalonia	Spain
Ravensburg-Weingarten University of Applied Sciences	Germany
Rezekne University of Applied Sciences	Latvia
Roskilde Business Academy	Denmark
Savonia University of Applied Sciences*	Finland
Schmalkalden University of Applied Sciences	Germany
School of Higher Vocational Education in Nysa	Poland
School of Physical Education and Sport	Turkey
Slovak University of Agriculture	Slovakia
St. Petersburg State University	Russia
Tallinn University	Estonia
The University of Naples Federico II	Italy
Tomas Bata University in Zlin	Czech Republic
Trier University of Applied Sciences*	Germany
Trier University*	Germany
Ukrainian Catholic University*	Ukraine
University of A Coruña*	Spain
University College of Falmouth	United Kingdom
University College West Flanders*	Belgium
University of Applied Sciences Upper Austria	Austria

University of the Basque Country*	Spain
University of Economics in Bratislava	Slovakia
University of Groningen	Netherlands
University of Lodz	Poland
University of Malaga*	Spain
University of Plymouth	UK
University of Warwick	UK
University of Southern Denmark	Denmark
University of Tartu Narva College*	Estonia
University of Udine*	Italy
University of Vigo	Spain
University of Warmia and Mazury in Olsztyn	Poland
University of Warsaw	Poland
University of Žilina*	Slovakia
VIA University College	Denmark
Vilnius University	Lithuania
Vytautas Magnus University	Lithuania
Witten Herdecke University*	Germany

ASIA

Baekseok University	South Korea
Handong Global University*	South Korea
Kyung Hee University*	South Korea
National University of Management*	Cambodia
Sejong University*	South Korea
SIAS International University*	China
Sungshin University	South Korea
University of Duhok	Iraq
University of Pelita Harapan*	Indonesia
Yamanashi Gakuin University	Japan

SOUTH AMERICA

Finis Terrae University	Chile
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*Current Study Abroad, Erasmus and International Exchange programs' partners.

CAMPUS FACILITIES

DEFEHR CENTRAS

DeFehr Centras buildings provide 4,300 square meters of space including 12 classrooms, a library, computer laboratories, Neufeld Hall and administration and faculty offices.

BALČIŪNAI LIBRARY

The LCC Library plays a key role in students' educational experience. It serves as an extension to classroom instruction by providing resources and services for research projects, term papers, presentations, and personal growth.

LCC Library is positioned in a perfect location – the 3rd floor of the academic building, where students and faculty can visit for a short or longer stay between lectures.

Remote students can access resources over the weekend or via digital.

Library hours:

Monday-Thursday 08:00-19:00

Friday 08:00-18:00

Saturday 12:00-18:00

Sunday Closed

Hours for Fall/Spring break, summer:

Monday - Friday 08:00-17:00

Saturday - Sunday Closed

LCC Library houses a collection of over 46,000 English volumes that consists of a variety of print and digital resources, including books, periodicals, media material, and curriculum textbooks. All resources are easy to access and available for a semester loan or short-term borrowing. LCC ID card is mandatory for library borrowing as well as for the payment of print/copy services. (See the Student handbook for more information on LCC ID cards.)

Licensed online full-text databases are made available to on-site and off-site students via internet. Library offers online databases of eJournals, eBooks, video material that is open to LCC community on 24/7 access basis. An access is set up for secure LCC user authorization on intranet. More information about the access to online resources and a variety of their subjects can be looked up at <https://portal.lcc.lt> (Academics section).

To locate a specific information resource, please use a discovery tool Primo that enables a search for books and online resources in LCC Virtual Library at <https://vl.lcc.lt> , or search for print material in a library catalog at <http://opac.lcc.lt> . Library borrowing policy can be found in <https://portal.lcc.lt>

The Balčiūnai Library offers a variety of study spaces and easy access to learning resources. Library visitors will find a special reading room for quiet study, over 60 individual study carrels and alcoves, and areas for study or a small discussion of group.

Visitors are welcome to use library facilities that are well covered with free wi-fi connection. A few desk computers are available for a quick search to every walk-in library user. Library printer is used to print or photocopy any study material, class readings. (Check the Library fees and fines section for a pricelist.)

M.A. students receive an introductory library training at the start of a program. More advanced trainings are offered in upper research related classes later into the studies. Students may contact Library staff for individual help or consultation if there is a need. Use library@lcc.lt email to request information or for help.

Master students are welcome to use an interlibrary loan service to request material located beyond LCC Library at no cost. More information can be found on a Portal.

COMPUTER LABORATORIES

There are two computer labs with 42 computer terminals/PCs available for students in the DeFehr academic building. There is also a Computer Lab in Neumann Hall. Network laser printers are accessible in the computer labs.

NEUFELD HALL

Neufeld Hall is a large lecture style auditorium that seats approximately 230 persons. This hall is used both as a classroom and as a venue for concerts, chapel services, and assemblies. It is furnished with audiovisual and sound equipment.

MICHEALSEN CENTRAS

Michealsen Centras is a multipurpose building on the LCC campus. It provides LCC with a venue for community building activities and events both for internal and external audiences. There is a large multipurpose gymnasium that seats approximately 1600 persons, locker rooms, a fitness room, offices, a large lobby and a cafeteria.

STUDENT RESIDENCE HALLS

LCC International University has two residence halls on campus: Neumann Hall and Enns Hall. Neumann Hall is home to 220 students and has 11 faculty/staff apartments. This 6-storey building has a large lounge and kitchen on the first floor, which provides a venue for community events. The building also houses a chapel, a TV lounge, an art room, a study room, a bicycle storage room, and a computer lab.

Enns Hall has 140 student beds and 9 faculty/staff apartments, as well as other spaces designed for studying and community building.

02 ADMISSIONS

Introduction

Application Procedure

Entrance Requirements

The Admissions Criteria

The Admissions Process

Transfer Students

Students with Disabilities and Special Needs

INTRODUCTION

All students are welcome at LCC International University regardless of race, creed, nationality, or church tradition. The University seeks and encourages students from around the world to participate in the life of LCC. LCC enjoys an international student population that comes from more than 50 countries from all around the world. Students selected for admission are invited to attend LCC International University. Students who accept the invitation to attend agree to uphold LCC standards of conduct as described in (Section 4). In return they have the privilege of enjoying the benefits of being a part of the LCC International University community. Some of those benefits are found throughout this catalog.

Those who are invited to attend LCC but cannot with integrity uphold these standards should not accept the invitation and instead look for a learning institution more acceptable to them. By signing the application form and study agreement, the student indicates understanding and acceptance of the school's standards of conduct.

LCC International University reserves the right to admit, re-admit or deny entrance to any student at its discretion.

APPLICATION PROCEDURE

Students apply for admission by completing the application form and submitting it to the Admissions Office at LCC. All complete applications received by the deadline will be considered. The application should include certified diploma copy (ies), certified university transcript(s), reference letters, statement of purpose, the result of an English proficiency test, CV, the application fee and a copy of the student's passport as well as one passport-sized pictures. Admissions staff welcomes questions about application and admission procedures.

ENTRANCE REQUIREMENTS

The **MA TESOL program** at LCC International University is geared toward a wide audience. It is designed for those who are interested in deepening their knowledge of applied linguistics as well as those who want a thorough knowledge of foreign language teaching methods and their practical application in international contexts. In particular, the program is designed for:

- Individuals serving in missions as English language teachers
- English teachers who are teaching in an increasingly multilingual world
- Leaders who are interested in language program administration and management
- Individuals who are interested in research in the field of applied linguistics.
- High school teachers eager to enrich their professional competence
- Individuals who have received their Bachelor's degree and want to pursue a career overseas

THE ADMISSION CRITERIA FOR MA TESOL PROGRAM

Application files are scored according to the following criteria:

Admission Criteria	Weight
English proficiency test result	10%
Other documents	20%
University grades	30%
Interview, application, statement of purpose	40%

Entrance requirements and a description of the application process are as follows:

1. An applicant must complete LCC Admissions Application. An applicant's answers in the application should portray a clear purpose for study at LCC International University.
2. An applicant must have no less than a Bachelor's degree. Academic qualifications should include:
 - a. A Bachelor's degree in English language studies;
 - b. Bachelor's or Master's degree in other fields having no less than 24 credits (ECTS) of prerequisites in language subjects (or equivalent);
 - c. Prerequisites may be acquired by attending on-campus courses at LCC International University in Klaipėda. The minimum average GPA (Grade Point Average) of incoming students is 7/10 in a previous degree (on the Lithuanian scale).
3. An applicant must submit BA diploma for Foreign Academic Qualification Recognition that is carried out by the Admissions office. The Ministry of Education of Lithuania requires students who received their diplomas from different country than Lithuania to have academic qualification recognition. Academic qualification recognition gives access to higher education for the purposes of further study in Lithuania.
4. An applicant must demonstrate a very good command of the English language for advanced academic studies. An applicant must achieve a satisfactory minimum overall score of 100 on the TOEFL iBT (internet Based TOEFL) or a minimum overall score of 7.0 on the IELTS (International English Language Testing System) standardized English for academic purposes language tests, unless an applicant is a citizen of Great Britain, Ireland, Australia, Canada, the U.S. or New Zealand/ have completed undergraduate studies in one of the above mentioned countries within the last 2 years and have a good academic record/ is an LCC Alumna. Students, who have taken any of the tests mentioned above, must submit an official transcript of the test scores with their application materials.
5. An applicant must submit a statement of purpose explaining why she/he has chosen to enroll in this program.
6. An applicant must submit two letters of recommendation testifying her/his capabilities and motivation as a student.
7. An applicant must submit their CV that would show their relevant work experience.
8. The Admissions Committee will interview applicants as part of the admissions process.
9. Applicants are admitted based on academic qualifications, English proficiency test scores, and interview score. Meeting minimum requirements does not guarantee admission to LCC. Priority is given to those students who have 2 or more years of related job experience.

The MA International Management (MA IM) program at LCC International University is geared toward a wide audience. It is designed for entry-level managers from various disciplines seeking career changes, leaders seeking knowledge in how to have influence, executives seeking knowledge in how to enhance organizational value, and entrepreneurs seeking knowledge for their own business growth.

To be considered for full admission into the MA International Management program, the following requirements must be met:

- Earned Bachelor's degree from a recognized and accredited university.
- Completed "Master of Arts International Management" application form.
- Motivational essay that lists the applicant's objectives for the program.

- Official transcripts from all institutions attended.
- Two recommendations testifying to capabilities and probability of future success.
- Evidence of competency by undergraduate course work, or experience, in all the following areas: accounting or finance; economics; statistics or calculus; management or marketing. These courses are considered program “foundational” courses.
- Evidence of academic ability through performance as an undergraduate student, or a satisfactory score on a standardized examination.
- Satisfactory English language proficiency in the TOEFL iBT (internet Based TOEFL) or IELTS (International English Language Testing System) standardized English for academic purposes language test, unless an applicant is a citizen of Great Britain, Ireland, Australia, Canada, the U.S. or New Zealand/ have completed undergraduate studies in one of the above mentioned countries within the last 2 years and have a good academic record/ is an LCC Alumna.Students, who have taken any of the tests mentioned above, must submit an official transcript of the test scores with their application materials.
- An applicant must submit their CV that would show their relevant work experience.

THE ADMISSION CRITERIA FOR MA IM PROGRAM

Application files are scored according to the following criteria:

Admission Criteria	Weight
English proficiency test result	10%
Other documents (Participation in conferences, seminars, various publications)	25%
University grades (weighted average of all marks listed in the university education diploma supplement including the mark for the final thesis and/or final examination)	35%
Motivational Interview, application, references, statement of purpose	30%

A description of the application process is as follows:

1. Submission of completed application form and signed statement of agreement with institutional policy. Each application is considered on an individual basis.
2. Submission of any additional documents that would support eligibility for the MA International Management program. This could include academic or professional proof of qualifications and/or achievements.
3. Submission of a statement of purpose indicating why the MA program at LCC International University is appropriate for your academic interests as well as academic and professional goals.
4. Submission of two references from people familiar with applicant’s character, academic and professional background. At least one of the references should come from a university the applicant has attended.
5. Submission of recent scores of iBT TOEFL or IELTS tests. The minimum required scores are:
 - a. iBT TOEFL (internet Based TOEFL) 100
 - b. IELTS (International English Language Testing System) Band 7.0

The language requirement may be waived for the following reasons:

- a. *An applicant is a citizen of Great Britain, Ireland, Australia, Canada, the U.S. or New Zealand;*
- b. *completed undergraduate studies in one of the above mentioned countries within the last 2 years and have a good academic record;*

- c. *is an LCC Alumni.*
6. Students applying for this program must hold an earned undergraduate (BA) degree. Individuals must submit an official copy of transcripts verifying the earned degree. An applicant must submit BA diploma for Foreign Academic Qualification Recognition that is carried out by the Admissions office. The Ministry of Education of Lithuania requires students who received their diplomas from different country than Lithuania to have academic qualification recognition. Academic qualification recognition gives access to higher education for the purposes of further study in Lithuania.

THE ADMISSIONS PROCESS

The Admissions Committee reviews the applications and considers the qualifications listed above. Poor performance in one area may stop the student's application. After review, the Admissions Committee decides whom to invite to LCC. Students will receive a letter indicating either their acceptance to LCC or reasons why they are not accepted.

TRANSFER STUDENTS

Students from other universities and colleges may apply to LCC following the guidelines above. Transfer students may receive credit for courses taken at other accredited colleges or universities. For more information regarding the credit transfer procedures, contact the Registrar's Office.

DOCUMENTATION REQUIRED

To facilitate the evaluation of a student's transfer credits, he or she will be asked to supply any or all of the following documentation:

1. an official transcript from the accredited college or university;
2. a reference (web link) to indicate the accredited status of the college or university
3. an official statement from the sending college or university describing the credit system used and explanation of the grading system from the sending college or university
4. a syllabus for each course under consideration

any other documentation deemed necessary by the department in which the course of study is being pursued: for example, exams, research papers, and other relevant documents by which the rigor of the course may be determined by the appropriate faculty member or evaluator at LCC.

CREDIT TRANSFER POLICY

- Credits can be transferred for courses taken at other accredited colleges or universities only.
- A maximum of 18 ECTS credits may be accepted in transfer.
- Transfer credits may be accepted only with comparable syllabus and approval of Program Director.
- Credits accepted in transfer must have a grade of 6 (67%) (on a 10-point scale) or higher.
- 135 astronomic hours is equivalent to a 6 ECTS credit course at LCC.
- The courses accepted in transfer are recorded as "T" and do not calculate into the student's GPA.
- LCC does not accept credit given by one institution for another institution's transferred credits.

- LCC reserves the right to deny credit for specific courses from any college or university, regardless of accreditation.

STUDENTS WITH DISABILITIES AND SPECIAL NEEDS

LCC International University seeks to create equal access for all students, including those with special needs, to the University's programs and activities. This policy provides the framework for admission practices, academic assistance, and the provision of services and support and complies with the Bologna Process 2020 Documents and the National Program for Social Integration of Disabled People (Lithuanian Government, 2012, http://www3.lrs.lt/pls/inter3/dokpaieska.showdoc_l?p_id=437985&p_query=&p_tr2=2).

ADMISSION

LCC International University believes that all students, including students with special needs, should have equal access to university programs and activities. Support will be specific and appropriate for each individual case. There is no separate admission process for applicants with special needs.

Reasonable special needs accommodations do not include reduced standards of academic performance, reduced standards of English language proficiency, or waiver of academic courses. For further advice please contact the Admissions office by emailing admissions@lcc.lt or calling +370 46 310 460.

SERVICES AND HOUSING

The Student Life Division ensures a comfortable environment for learning and living for all students. All academic facilities are accessible for students with special needs. Student Life programs and services are available for students with special needs. If special assistance is required, the Student Life staff will work with each student individually.

Both LCC residence halls are wheelchair accessible and have elevators providing access to all floors. There are 2 rooms which have been modified to accommodate wheelchairs. The housing coordinator works with each student with significant mobility limitations that require accommodation or other specific needs. DeFehr Centras's academic facilities are wheelchair accessible and classes for students with special needs are scheduled in such a way that allows them to access the needed facilities. Michealsen Centras is accessible for students with special needs and is available for students for sports and leisure activities.

After special needs accommodations have been confirmed by the Committee on Special Needs, the Committee will communicate with the Housing Coordinator regarding reasonable accommodations within student housing for the student.

ACADEMIC SUPPORT

Upon documented verification of the special need, academic support is individualized based on the learning needs of each student.

A student with documented special needs must follow the required procedure for requesting special needs status. Academic accommodations are provided for students who have been granted special needs status. The student can apply for special needs status at any point during their academic studies. Accommodating student's special needs will not be granted retroactively.

Academic accommodations may include items such as:

- Adjusted course schedule
- Tutoring support
- Accommodations related to testing and assessment (e.g., oral exam instead of written exam)
- Additional absences
- Assignment deadline extensions
- Alternative presentation of information (e.g., audio transcriptions, larger text, recorded classes, class notes or written instructions)
- Alternative settings (e.g., seating in the classroom or take a test in a separate room)
- Alternative scheduling & timing (e.g., additional time to complete a timed evaluation, reschedule tests on the same day or take a smaller load of classes)

The procedure for requesting special needs status is as follows:

1. Written application to the Special Needs Committee is submitted through an online form <https://lcc.lt/academics/special-needs-form>. The form includes an opportunity for students to submit a diagnosis.
2. A representative from the Special Needs Committee reaches out to the applicant and explains the application process, and may, if needed, assist the student in attaining a diagnosis. If possible, the representative requests additional information from a doctor regarding recommendations for reasonable accommodations. The representative helps the student translate the diagnosis into English.
3. The Special Needs Committee meets to review the application and confirm accommodations. Specific accommodations are based upon standard accommodation guidelines. If needed, the Special Needs Committee can request further information from the student regarding their diagnosis.
4. The Special Needs Committee notifies the student and the registrar of the approved accommodations and provides rationale for the decision(s). The Special Needs Committee issues an official letter to the student regarding their accommodation.
5. The Academic Support Coordinator meets with the student to discuss academic support (e.g., time management help, note-taking help, etc.).
6. Each semester, the Special Needs Committee notifies the student's instructors and advisor of the student's accommodations. If staff/faculty have questions, they should contact the Special Needs Committee. Other staff and faculty can be informed as needed.
7. The Committee updates the CRM with information regarding the students' accommodations.
8. The Committee will continue to monitor students with special needs and connect them with campus resources as needed.

Special Needs Committee Members: Director of Student Success & Wellness, Lithuanian-speaking counselor, non-CAS/non-COD faculty member

03 STUDENT FINANCIAL SERVICES

Tuition and Fees
Institutional Discounts
Loans
Income Tax Benefit

TUITION AND FEES

TUITION

Tuition fees are set annually by LCC's Board of Directors. The fee structure takes into consideration the costs of university operations, the amount of donation support received by LCC, and the fees charged by similar institutions.

RULES FOR COMMON TUITION FEES

MA TESOL

- Students pay for each term separately (the full program consists of 6 terms over 2 years).
- Different tuition rates are used based on the student's entrance year.
- Dropped courses are refunded using approved refund dates and percentages.
- Students pay for their own textbooks each term.

MA INTERNATIONAL MANAGEMENT

- Students pay for each term separately (the full program consists of 6 terms over 2 years).
- Different tuition rates are used based on the student's entrance year.
- Dropped courses are refunded using approved refund dates and percentages.
- Students pay for their own textbooks, resources, and travel costs each term.

TUITION FEES for 2021-2022 MA TESOL

Tuition (for students who enrolled in 2021)	1 ECTS credit costs 55.56 EUR
Tuition fee for LCC Alumni (for students who enrolled in 2021)	1 ECTS credit costs 50.00 EUR

In addition to tuition fees, textbook fees for each term will depend on the courses taken. Travel for residency sessions will also be the personal responsibility for each student.

TUITION FEES for 2021-2022 MA INTERNATIONAL MANAGEMENT

Tuition (for students who enrolled in 2021)	1 ECTS credit costs 77.78 EUR
Tuition fee for LCC Alumni (for students who enrolled in 2021)	1 ECTS credit costs 66.67 EUR

In addition to tuition fees, textbook fees for each term will depend on the courses taken. Travel for residency sessions as well as MGT 550 Global Business Tour expenses will also be the personal responsibility for each student.

Payment Deadlines for MA TESOL

Term: August-November – payment deadline (3 weeks prior to start of term)

Term: January-April – payment deadline (3 weeks prior to start of term)

Term: April-July – payment deadline (3 weeks prior to start of term)

Payment Deadlines for MA International Management

Term: August-November – payment deadline (3 weeks prior to start of term)

Term: January-April – payment deadline (3 weeks prior to start of term)

Term: April-July – payment deadline (3 weeks prior to start of term)

Bank Transfer Information

Students are required to make all payments through a bank transfer.

Bank details for payments:

Bank name: AB SEB bankas

Bank code: 70440

Account number (EUR only): LT53 7044 0600 0054 4963

SWIFT (for international payments): CBVILT2X

Or:

Bank name: AB Swedbank

Bank code: 73000

Account number (EUR only): LT43 7300 0100 3490 5217

SWIFT (for international payments): HABALT22

The bank transfer must include the following information:

- Your full name
- LCC ID
- Payment code
- The amount of the payment
- The description of the payment
- The date of the payment

TUITION REFUND POLICY

Withdrawing from a course

In the event that a student withdraws from a course during a period of enrollment, the following schedule for a tuition refund is to be applied for all 6 semesters:

Refund Schedule for Courses

Through the 2 nd calendar day of the course	100%
Through the 3 rd -14 th calendar day of the course	50%
After the 14 th calendar day of the course	0%

A tuition refund is based upon the day the withdrawal process is complete, not the day the student ceases to attend the course.

FEEES

Application Fee

An application fee must accompany all applications for the first year program. This fee is non-refundable.

Print/Copy Card Fee

All printing and copying require a print card. This can be purchased in the Library. The fee is non-refundable.

Book Replacement Fee

Lost or damaged library books (exceeding acceptable levels of wear as determined by the Head Librarian) will result in a charge for the full replacement value of the book. Student grades are withheld until books are returned or the fee is paid.

Library Fines

Overdue library books will be charged a fee based on the number of days late.

Overdue Fees

Overdue accounts will be charged three percent interest per month on the outstanding payment amount.

Housing Fee

The daily fee for stay in the LCC residence hall is 10 EUR.

Transcript Fee

There is an administrative fee for a student to obtain a copy of his or her transcript. Transcripts are issued within 3 days and cost 2.50 EUR (if mailing is not required) or 6.00 EUR (if mailing is required). The transcripts can be ordered at <https://lcc.lt/academics/transcript-request>. LCC will withhold transcripts if financial or library fees are outstanding or any other obligations are not met.

Graduation Fee

The graduation fee is 75 EUR.

Financial Deadlines

Deadlines are established according to the specifics of the student's payment schedule. In general, all previous semester course fees must be paid or arranged for prior to a student being admitted to classes in a new semester.

INSTITUTIONAL DISCOUNTS

Please contact the Student Financial Services Office (sfs@lcc.lt) for available institutional discounts for employees, spouses and children of employees.

FOR LITHUANIAN RESIDENTS ONLY**LOANS**

The Lithuanian government distributes over 4 million EUR in student loans annually. For more information on government student loans visit www.vsf.lt or contact the SFS Office (sfs@lcc.lt).

INCOME TAX BENEFIT

According to the Resident Income Tax legislation (Article 21, part 1.4 and 2 and 4), amounts paid for studies (when higher education and/or qualification is obtained upon graduation, as well as doctoral studies and art post-graduate studies) by residents of Lithuania can be deducted from the taxable income and thus decrease the income tax for residents. If a person whose studies are being paid for is under 26 years of age and tuition cannot be deducted from his/her taxable income, the tuition can be deducted from the taxable income of one of his/her parents/foster parents. If a loan is taken to pay for studies, the amounts that can be deducted are the amounts repaid. The tuition is to be deducted in the annual income declaration.

The highest net benefit of this deduction is income tax savings amounting to 15% of tuition. For more information on Income tax benefit visit www.vmi.lt.

04 STUDENT LIFE

Mission Statement

Good Standing

Residency Housing

MISSION STATEMENT

The Student Life division facilitates holistic student education through the practice of an authentic Christian learning community.

We seek to provide essential student support and services, migration support and promote student learning and competencies through skill building, self-knowledge and leadership and service opportunities. The services lodged here are:

- **Career Development** - department staff provides a host of learning opportunities, employment information and consulting services to students, alumni and employers through regular training events such as seminars, workshops, and individual counseling.
- **Migration Support** – Migration Coordinator provides essential migration support to international students and works closely with office staff to ensure compliance with national and international laws on mobility.

GOOD STANDING

Our mission in Student Life is to facilitate holistic student education through the practice of an authentic Christian learning community. If students are not honoring good standing expectations, disciplinary actions may be taken by Student Life. The type of action depends upon the seriousness of the offense, willingness to take responsibility for personal actions and attitude, and it may vary from student to student. Every opportunity is explored to contribute to the student's personal growth and success, while seeking to maintain a healthy living and learning environment. The goal of the restoration process is to help students develop in character, personality, and ability.

Violations of Student Life Good Standing expectations involve choices that violate the spirit of the principles above and may involve harm to an individual or to the larger LCC community.

Threats, Assault or Harassment

LCC International University seeks to pursue a safe workplace/place of study through relationships that are respectful, mutual, authentic, and based on trust. It is the policy that no member of the community - students, faculty, administrators, staff, or third parties - may harass any other member of the community. All cases of harassment and assault (physical and/or sexual) will be dealt with severely.

RESIDENCY HOUSING

The graduate program is designed to bring MA students to campus for residency sessions. LCC offers housing in its dormitories for MA students arriving for the summer and winter (for MA IM students) intensive courses from out of town. Graduate students may apply for housing by making a request to Housing department at least one month in advance. Both student residences are close to grocery stores, banks, and restaurants. They are within walking distance of the sea and from the city center.

For a more detailed description of the residence halls, please see the web site:

<https://lcc.lt/housing>

05 ACADEMIC POLICIES AND PROCEDURES

Academic Administration

Registration

Student Classification

Classes, Courses and Credit Hours

Graduation Requirements

Graduation

Grades

Prior Learning Assessment

Academic Standing

Academic Integrity Policy

Discontinuing Studies

Students are responsible for the knowledge and application of all academic policies.

ACADEMIC ADMINISTRATION

DIRECTOR FOR INSTITUTIONAL EFFECTIVENESS

The Director of Institutional Effectiveness is responsible for developing and maintaining Quality Assurance systems, ensuring university compliance with required external reporting obligations as well as reporting institutional administrative data to external agencies, providing guidance and support for all accreditation-related efforts, both for ongoing institutional accreditation and for academic programs, and serving as the key liaison with appropriate government entities, external agencies, and strategic partner institutions for all issues related to accreditation and Quality Assurance.

ACADEMIC VICE PRESIDENT

The Academic Vice President works with Program Directors, giving leadership to the overall academic programs.

PROGRAM DIRECTOR

The Director gives leadership to the program, including faculty recruitment and curriculum development.

REGISTRAR

The Registrar, together with the program director, provides a program plan (academic progress report) for all students, indicating the course requirements necessary to graduate. The Registrar is also available to interpret policies and explain academic requirements and procedures. The Registrar handles registration, all student records, grades, transcripts, diplomas, and diploma supplements. The Registrar functions as the ECTS institutional coordinator.

ACADEMIC DIVISION ASSISTANT

Academic Division Assistant provides administrative support for graduate students and faculty and coordinates to ensure a smooth service and support.

REGISTRATION

Incoming students will be registered for classes by the Registrar's Office and will receive their schedule by email prior to the beginning of the session.

STUDENT CLASSIFICATION

Students are classified according to their year of entry.

MA21 Entry in August 2021

Students are transferred to the second year of studies having completed at least 42ECTS credits.

CLASSES, COURSES AND CREDIT HOURS

ATTENDANCE OF ON-CAMPUS SESSIONS

On Campus sessions

- MA TESOL - Summer Residency Session in August
- MA IM - Summer Residency Session in August and Winter Residency Session in January

The on campus intensive sessions introduce courses which are a vitally important part of the MA program. Students meet together with course instructors, and classmates, during the residency sessions. Since so much is covered in a relatively short period of time, attendance of every day of the summer sessions is necessary for a successful completion of the coursework for the program. As much as possible, students should clear their schedules and plan to be free from other responsibilities during the weeks in August when the intensive face-to-face portions of the course are in session.

ATTENDANCE OF ON LINE SESSIONS

For the online aspects of instruction students “attend class” by going online and accessing the posted class materials and assignments. Students read course content and additional information through links to websites, articles, and books. Students often participate in on line discussions or through live video platforms. Course content can also include audio, video, PowerPoint presentations, and many other delivery forms. It is important that students allocated time each week to actively participate. Students can estimate devoting 10-15 hours each week to online learning.

WITHDRAWING FROM A COURSE

All requests for withdrawing from courses must be submitted to the Registrar in writing using the Add/Drop Form (available <https://lcc.lt/academics/forms-requests>). The Program Director's signature is required. See the Financial Section for financial implications of dropping a course.

CREDIT HOURS

LCC uses the European Credit Transfer and Accumulation System (ECTS). All references to credits in this catalog use the ECTS system. 1 ECTS equals 0.5 North American credits.

COURSE LOAD

Students must earn 90 ECTS credits to complete the MA TESOL and MA International Management degree requirements. Students usually earn 42-45 ECTS credits per year.

COURSE IDENTIFICATION SYSTEM

The three letters at the beginning of the course number indicate the subject area:

ECO	500-699
ENG	500-699
MGT	500-699

GRADUATION REQUIREMENTS

The academic requirements found in the catalog at the time a student is accepted into

LCC are applicable for the student's entire course of study. Current academic requirements are:

- Complete all course requirements
- Earn a total of 90 ECTS credits
- Maintain a minimum cumulative grade-point average 6.00.
- Complete and successfully defend the thesis during the last year
- Complete all program requirements within a five year period

Students have final responsibility for meeting all graduation requirements.

THE 5 YEAR RULE

A student has 5 years from the date of his or her first registration at LCC to complete his or her degree under the catalog in effect at the date of first registration. Students who continue to enroll beyond the fifth year may elect to meet the graduation requirements of the catalog in effect in the sixth year of attendance or the catalog in effect at the year of readmission.

Students should also note that the time taken during an Academic Leave counts toward the 5 years required to complete the degree requirements for graduation. More information about Academic Leave is available below.

GRADUATION

While LCC makes every effort to assist students in meeting academic requirements, the final responsibility for meeting all academic and graduation requirements rests with each student. All graduating students must complete a Declaration of Intent to Graduate form and return it to the Registrar by the end of February of the year in which they will graduate. This form will be sent to each qualifying student via email from the registrar's office.

COMMENCEMENT

Commencement is held during the summer session of the programs on campus. Diplomas are issued to graduates after completion of their courses. Diplomas are withheld from graduates who have any financial or other obligations.

Attendance at commencement is encouraged for all students, who have completed all program requirements.

HONORS

LCC awards academic honors to students who demonstrate superior scholastic achievement. Honors are awarded as follows:

Cum Laude:	Cumulative GPA of 9.20 - 9.59
Magna Cum Laude:	Cumulative GPA of 9.60 - 9.79
Summa Cum Laude:	Cumulative GPA of 9.80 - 10.00

Honors are indicated on the Diploma Supplement.

GRADES

FINAL GRADES

At the end of each semester, the faculty submit grades online to the Registrar.

The students can access their final grades on LCC Portal (<https://portal.lcc.lt>). All students are notified about their final grades by the Registrar's office.

Students having questions about the course grade should first contact the professor. Students needing assistance in contacting the professor should contact the Program Director. Grades are withheld from students who have unpaid bills or unreturned books.

GRADING SYSTEM

All courses at LCC are graded on a 10-point scale. These grades are used to calculate a student's GPA.

10-point scale	Percentage	Grade meaning
10	93-100	Excellent
9	87-92	Very good
8	80-86	Good
7	73-79	Highly satisfactory
6	67-72	Satisfactory
5	60-66	Sufficient
4	50-59	Fail
3	40-49	Fail
2	30-39	Fail
1	25-29	Fail
0 (F)	0-24	Fail
0 (WF)	-	Withdrawn Fail

OTHER GRADES & NOTATIONS

Other grades are given in special cases. These grades are not calculated in the GPA:

I	Incomplete
IP	In Progress
P	Pass
T	Transfer Credit
W	Withdrawn

INCOMPLETE GRADES

An incomplete may be granted only for unexpected illness or other unusual circumstances.

In order to be eligible for an incomplete grade a student must have 2/3 of the course work completed (excluding the final exams) and have a passing grade (5 or above) at the point of application.

A student must request an incomplete and receive the professor's recommendation by the last day of classes. If an incomplete is granted, a grade of "I" will be temporarily recorded for the course.

The final grade for an incomplete should be reported to the Registrar as soon as the incomplete work is finished but not later than two weeks before the end of the following semester.

The "I" grade becomes a F (0-4) if the student has not completed the work within the time allowed.

In the event of such illness or circumstances, instead of an incomplete, the Registrar in consultation with the Academic Vice President may also authorize a W (Withdrawn) in those courses which the student was passing at the time he/she became incapacitated. Courses carrying a grade of W receive no credit and are not counted as hours attempted.

Academic leave does not negate these requirements.

ACADEMIC DEBT

Academic debt for graduate students is a failed grade in required major courses only. Failed courses in this category must be repeated. In cases when there are electives in required major courses, a student can choose another course option. However, repeating a failed course is strongly recommended as failed grade affects cumulative grade point average and is listed on the diploma supplement.

GRADE POINT AVERAGE

Grade Point Average (GPA) is calculated by dividing the total number of grade points earned by the total number of credits attempted. For example, a student receives a 10 (in a 6-credit course), 7 (in a 6-credit course) and 8 (in a 6-credit course). $((10 \times 6) + (7 \times 6) + (8 \times 6)) / 6+6+6 = 8.33$ GPA. Transfer credits (T) and Pass (P) do not appear as hours attempted and are excluded from the GPA. Failed courses are included in the GPA. Cumulative (CUM) GPA refers to the GPA calculated for the entire period of study at LCC.

GRADE APPEAL PROCESS

A student who wishes to appeal a grade must follow these steps in sequence:

1. Submit a written appeal to the professor who gave the grade, stating the reason(s) the student feels a change of grade is warranted. Schedule a conference with the professor, at which time the professor will explain to the student how the student's grade was determined. The Registrar can assist students in contacting a professor.
2. If the professor does not believe that a change in grade is warranted, and the student wishes to continue with the appeal, the student may submit a written appeal to the Academic Vice President. The professor may be asked to review the basis used in determining the grade and report the review to the Academic Vice President. The Program Director will determine the final response.
3. Grade appeals must be submitted to the professor and resolved not later than the 14th day after students receive their grades. If the professor does not believe that a change in grade is warranted, students may appeal to the Academic Vice President by the 21st day after they receive their grades. The Program Director will inform students of the final decision not later than the 28th day after the appeal is received.

CHANGE OF GRADE BY INSTRUCTORS

Requests for change of grades are submitted by the professor to the Registrar only when an error in the original grade is found, or when an Incomplete is completed. No change of grade can be made after a diploma or diploma supplement is issued.

REPEATED COURSES

The original grade for a course is included on the transcript. A repeated course is so designated and is printed with the new grade earned. In calculating the cumulative GPA only the higher

grade is used. If a student repeats a course in order to pass, an unlimited number of attempts may be made. Students may only repeat a course once in order to improve their academic record. In cases where the course was initially passed and subsequently repeated, credit is granted only once for the course.

REQUEST FOR TRANSCRIPTS

Persons may request transcripts of their academic record at LCC. Official transcripts bear the signature of the appropriate university official and the official LCC stamp. Official transcripts can be requested as part of an application to another university and are normally sent directly to the other institution. Unofficial transcripts, without stamp and signature, may be requested for a student's personal use.

Fees for transcripts are listed in the Student Financial Services section.

PRIOR LEARNING ASSESSMENT

Prior Learning Assessment is the assessment and recognition of learning achievements and competencies acquired in non-formal and informal ways. The goal of the assessment of prior learning is to contribute to a person's desire for lifelong learning, to meet the individual learning needs and guarantee a person the opportunity to validate the acquired knowledge and skills. For more information please contact LCC Registrar at registrar@lcc.lt.

The procedures apply to the following individuals:

- those with at least secondary education who are planning to study in a formal program of study at the University and wish to evaluate competencies acquired in this way (work activities, independent study, internships, seminars, projects and so on);
- enrolled students who seek to formalize learning achievements acquired through non-formal and informal learning.

Assessment of Prior Learning

Candidates may apply to assess their learning achievements acquired through:

- work activities;
- volunteering;
- internships, courses and other activities that lasted for a limited period of time;
- independent study;
- education through hobbies

Candidates must be persons with at least a high school diploma:

- without bachelor degree in the field but with work experience of at least 3 years;
- with higher education degree but employed in a different field for at least 3 years;
- interrupted studies in higher education for various reasons

Learning achievements may be assessed using the following methods: interview, tests, performance monitoring, portfolio, self-analysis and others. For each assessment of each competency at least three assessment methods must be used.

Competency assessment and recognition is carried out by the Committee.

Organization of the Assessment of Prior Learning

- Before the start of the assessment, the candidate has to apply in writing to the Registrar's office. A contract regarding the assessment of competencies where both parties' responsibilities are outlined is signed between the University and a candidate.
- Assessment of prior learning takes place once a year and consists of the following integral parts: informing, consulting, assessment and formalization of competencies.
 - **Information stage:** A candidate has the right to full information about the principles of assessment, procedures, conditions, and possible assessment results. A candidate shall pay the registration fee (for registration and consultation).
 - **Consultation stage:** A consultant from the given Department is appointed to the candidate to advise on possible evaluation methods, how to prepare a portfolio, in what form to provide information, how to prepare for various assessments (interview, test, etc.). The candidate receives not more than four consultations in total. One consultation is 1 academic hour.
 - **Assessment stage:**
 - The President appoints a 3-person Committee for competency assessment.
 - The Committee examines the content of the documents and decides what methods will be used to evaluate informally learning achievements and informs the candidate.
 - The Committee performs assessment and formalization in 30 days.
 - The Committee has the right to ask to supplement a portfolio with additional evidence. In this case, assessment time is adjusted by mutual agreement.
 - The committee prepares the final evaluation report which concludes whether competencies are recognized or not.
 - **Formalization stage:**
 - Recognized competencies and assessment results are registered as learning achievements of the study program and recorded into a tracking sheet.
 - Not more than 75% of the study program can be recognized through PLA.
 - Electives are recognized with no limitations;
 - Thesis and/or comprehensive exam cannot be recognized;
 - Credit transfer letters are submitted by the Registrar to the Academic Vice President for approval;
 - A candidate is informed about the decision and assessment results.
 - Registrar's office issues the candidate a transcript of the courses accredited.

Final Provisions

- A candidate has the right to appeal the results of the assessment. If a person does not agree with the decision, he may within 5 days of receipt of the reply appeal to the President.
 - Appeals are evaluated by an Appeal Committee consisting of 3 members appointed by the President. The Appeal Committee consists of two program lecturers and one social partner.
 - The candidate may be invited to the appeal hearing. A candidate may not be represented by another person.

- The Appeal Committee shall examine the appeal within 30 calendar days from receipt of the appeal and submit a written response to the candidate.
- The decision of the Appeal Committee is recorded in the minutes that are signed by all the members of the Appeal Committee. The Appeal Committee records the new assessment decision (if it is changed). Any new assessment decision shall be signed by all members of the Appeal Committee.
- A fixed fee is charged for the competency assessment and recognition which includes:
 - Application and consultation fee (not more than 1 BSI).
 - Assessment fee depends on the applicant's competences and learning achievements. Fee for one credit may not be greater than 0.6 BSI.

ACADEMIC STANDING

GOOD STANDING

In order to remain in good standing students must maintain a minimum CUM GPA of 6.00. The CUM GPA will be evaluated at the end of every semester. Students whose CUM GPA drops below 6.00 receive a warning from the Registrar's Office or Program Director, and they are put on probation. Students whose CUM GPA remains below 6.00 after the consecutive semester are usually dismissed.

ACADEMIC INTEGRITY POLICY

ACADEMIC INTEGRITY

LCC seeks to be an institution that incorporates Christian character into all its decisions, activities and programs. Thus academic integrity is of highest importance. Students and faculty work together in relationships based on trust. Trust and integrity are essential to strong character and responsible citizenship.

As students accomplish academic work, LCC wants them to develop integrity, trust and strong character. LCC encourages students to develop their own thinking and make their own conclusions based on their own research. Each student's writing, assignments and other work should reflect that student's thought and effort. LCC believes that each student should be rewarded for his or her own work and shouldn't benefit from work that is not their own or work that is done dishonestly.

For these reasons LCC addresses and disciplines academic misconduct.

PLAGIARISM

Any of the following violations are deemed instances of plagiarism:

- Using the exact words of a published or unpublished author without quotation marks and/or without making reference to the source of these words.
- Using another student's research or writing assignment, in whole or in part, and submitting it as one's own work.
- Using another individual's written work and presenting it as one's own. For example, using a ghostwriter or having another individual revise or copy edit work to the extent that is no longer recognizable as the student's genuine work.
- Duplicating a table, graph or diagram, in whole or in part, without reference to the source.

- Paraphrasing the conceptual framework, research design, interpretation, or any other ideas of another person, whether written or verbal (e.g. personal communications, ideas from a verbal presentation) without reference to the source.
- Using your own work from a previous or current course without proper citation.

Work may be deemed minimally plagiarized or substantially plagiarized at the instructors' discretion with reference to the descriptions of these in the Faculty Handbook and the Students Handbook.

Where a paper is deemed by the instructor to be minimally plagiarized, the instructor will require the paper to be rewritten in correct form, with a grade reduction as penalty. The grade reduction is to be determined by the instructor.

Where the assignment is deemed by the instructor to be substantially, the paper will be given a 0% with no possibility for regaining those points. The instructor will submit an Academic Misconduct Incident Report to the Registrar along with the plagiarized paper.

CHEATING

Any of the following violations are deemed instances of cheating:

- Copying the answers of another student in any test, examination, or take-home assignment.
- Using materials in an examination or test other than those approved by the instructor.

If a student cheats during a quiz, test or final examination, the student's examination may be removed. The student receives a 0% for the examination. The instructor will submit an Academic Misconduct Incident Report to the Registrar along with the quiz, test or final examination.

OTHER ACADEMIC MISCONDUCT

Other types of academic misconduct include:

- Fabricating evidence or statistics which supposedly represent original research.
- Returning a test for a proposed grade improvement having changed any information on that test after it was marked or scored.
- Submitting the same paper or portions thereof for more than one class or assignment, without approval by the instructors involved.
- Knowingly contributing to another student's cheating or plagiarism by sharing, for the purpose of deceit, material with another student
- Any other actions that compromise academic integrity.

If a student commits an act of academic misconduct the instructor will submit an Academic Misconduct Incident Report with a description and supporting documentation describing the misconduct.

DISCIPLINE

Two instances of substantial plagiarism, or an instance of substantial plagiarism combined with any other form of cheating or academic misconduct within a single class, will result in failure of the course, a warning letter to the student and a disciplinary meeting with the Academic Vice President.

Two instances of substantial plagiarism, or an instance of substantial plagiarism combined with any other form of cheating or academic misconduct within two different classes, will result in a warning letter to the student and a disciplinary meeting with the Academic Vice President.

A third instance of substantial plagiarism, cheating or other academic misconduct results in dismissal.

DISCONTINUING STUDIES

Disruption of studies for any reason will lengthen the amount of time required to complete the program of study. See the section on Academic Requirements.

ACADEMIC LEAVE

A student wishing to leave LCC voluntarily for a limited period may choose to be classified as a student on academic leave. Application for academic leave should be made during the semester prior to the intended leave. An application form is available at <https://lcc.lt/academics/forms-requests>. The purpose for requesting academic leave should be indicated on the form. The Program Director, Librarian, SFS Director, Migration Officer, Housing Coordinator and the Registrar must sign the form. Students can request Program Directors to help collect the needed signatures on the form on their behalf. Students must not have any outstanding obligations.

Academic leave may be granted for periods of up to one year. A student who has been absent for more than one year will be considered withdrawn from LCC.

Students on official leave shall retain all the catalog privileges of continuous enrollment. Students should be aware, however, of the consequences of stepping out of the annual sequence of courses. Additional semesters may be required in order to complete the program. After returning from academic leave, there is no need to reapply for admission to LCC.

Students should also note that academic leave counts toward the 5 years required to complete the degree requirements for graduation.

WITHDRAWAL FROM LCC

During the semester, a student intending to withdraw from LCC is required to complete a Withdrawal Request Form available online <https://lcc.lt/academics/forms-requests>. The SFS Office will pay any refund due to the student after the student has officially withdrawn.

Refund Schedule for Courses	Reimbursement	Academic Penalty
Through the 2 nd calendar day of the course	100%	- (no penalty)
Through the 3 rd -14 th calendar day of the course	50%	W (no penalty)
After the 14 th calendar day of the course	0%	WF (grade of 0)

- If the student withdraws before the last day to drop, the student will receive a W (Withdrawn) for each course. This grade carries neither credit nor penalty.
- If the student withdraws after the last day to drop a course, the student will receive a grade of WF (Withdrawn-Fail) for each course. WF is equivalent to a 0.
- A student who fails to complete the Withdrawal Request Form and withdraws from all courses during any period in a term will also be considered to have withdrawn from

LCC. Similarly, a student who does not enroll before the first day of the session will also be considered withdrawn.

READMISSION AFTER WITHDRAWAL

Students who have withdrawn from studies but would like to return will be required to apply for readmission by contacting the Registrar. Readmission will take into full account the student's complete record of past performance at LCC. Students who have not attended LCC for more than two academic years will be required to follow the curriculum in the catalog for the academic year in which they are reinstated. Acceptance, denial, or readmission on probation, are the possible options open to Academic Vice President.

DISMISSAL

The decision to dismiss a student is determined by Committee on Academic Standing (CAS) after a careful review of student's academic performance (e.g. if CUM GPA goes down after the second or third semester on probation).

Students who have been dismissed lose the status of student and with that all rights and privileges afforded to LCC students.

SUSPENSION

The decision to suspend a student is determined by CAS, Committee on Discipline (COD) or a combination of both after careful review in case a student is unable to remain in Good Academic Standing or to conform to the Community Standards due to any unusual circumstances including circumstances caused by medical, psychological, behavioral and/or discipline issues.

Suspension provides students the opportunity to consider whether they wish to continue their education at LCC. While on suspension the person loses the status of student and with that all rights and privileges afforded to LCC students. Suspensions are always at least one semester and seldom more than two semesters in length.

APPEAL PROCESS AFTER SUSPENSION/DISMISSAL

STEP #1 Students who have been suspended or dismissed and wish to appeal the decision need to discuss their situation with the CAS members at a specially arranged CAS hearing. If a student is unable to attend the hearing, he/she can send a statement explaining the reasons why the decision needs to be reviewed. CAS will communicate the final decision after the hearing. If a student fails to attend the hearing or send a statement, CAS decision is final and non-negotiable.

STEP #2 Students who are not satisfied with CAS decision after the hearing may submit a final written appeal to the Academic Vice President within 24 hours. The Academic Vice President will review the case along with the Registrar and a Program Director. That decision will be final and non-negotiable.

READMISSION AFTER SUSPENSION/DISMISSAL

Readmission for suspended students is not automatic and students may apply for readmission following the applicable suspension period. Suspended students may apply for readmission to LCC by contacting the Registrar. Suspended students must present evidence that they are ready to return to LCC. The Academic Vice President will take into full account the student's complete record of past performance at LCC. Suspended students are readmitted on probation if their CUM GPA was below 6.00 at the point of suspension.

Dismissed students are not normally readmitted. However, in cases of strong rationale students may reapply but they are not guaranteed readmission. Dismissed students may reapply after three semesters away from LCC by contacting the Registrar. CAS will take into full account the student's complete record of past performance at LCC.

Students who have not attended LCC for more than two academic years will be required to follow the curriculum in the catalog for the academic year in which they are readmitted. If a readmitted student fails to live up to the terms of their contract, the student will normally be dismissed.

06 STUDY PROGRAMS

MA TESOL

MA International Management

MA TESOL Practicum Options

Global Business Tour

Thesis Requirements

Academic Calendar

MASTER OF ARTS DEGREE IN TESOL (TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES)

MISSION STATEMENT

The MA TESOL (Teaching English to Speakers of Other Languages) program provides a rigorous education in applied linguistics and transformative English language teaching methodology. This program is offered in a uniquely designed format that provides working individuals or students with a flexible schedule to obtain their Master's degree on a part-time basis through a web-based, blended-learning model. The program's design builds on the strength of the university's historic experience with teaching English in the regional and local community and offers a graduate-level degree for those interested in pedagogical excellence. The students who enroll in this program are usually international language teachers who desire to enrich their professional credentials and methodological competence. The goal of this program is to equip graduates for teaching, administrative and leadership positions in the field of TESOL. The core of this program consists of building on theoretical linguistic frameworks for the purpose of researching and applying principles of language teaching pedagogy in practical settings.

CAREER OPPORTUNITIES

A graduate of the MA TESOL program is prepared to teach English to speakers of other languages, to participate in the administration and management of English language programs, and to engage in further research in the field of applied linguistics at the doctoral level. It is designed for those who are willing to deepen their knowledge of applied linguistics as well as those who want a thorough knowledge of foreign language teaching methods and their practical application in international contexts. The course schedule is structured so that working professionals internationally are able to complete the program in 24 months. This design provides the opportunity for deep engagement of the material, connections within community, and application within the topic of one course at a time. The affordable cost of the program as well as the convenience of this program makes it ideal for both working language teachers seeking promotion or leadership positions and other individuals seeking a TESOL related career around the world.

MA TESOL COURSES

CODE	TITLE	CREDIT
ENG 500	Teaching English as an International Language	6
ENG 510	Linguistic Theory and Language Teaching	6
ENG 520	Second Language Acquisition Theory	6
ENG 530	Curriculum and Materials Design	6
ENG 540	Methods of Second Language Pedagogy	6
ENG 551	Language Assessment	6
ENG 580	Integrated Skills Practicum	6
ENG 610	Action Research Practicum	6
ENG 650	Theory and Practice of Grammar Teaching OR	
ENG 660	Program Administration	6
ENG 671	Research Methods	6
ENG 680	Thesis I: Research and Proposal	12
ENG 690	Thesis II: Writing and Defense	18
TOTAL CREDITS		90

MA TESOL PRACTICUM OPTIONS

All MA TESOL students will enroll in ENG 580 Integrated Skills Practicum, earning 6 ETCS credits. This practicum course requires the students to teach 20 academic hours and reflect on the teaching process with the help of a practicum supervisor. Students have several options for completing their practicum hours

MA TESOL students are responsible for finding their own practicum locations and supervisors. Students may elect to do their practicum in any country in the world. The course instructor and the MA TESOL Program Director, however, may have suggestions. Students may elect to complete their practicum in private language programs, public schools or summer camps. MA TESOL students may elect to complete their practicum in LCC's Summer Language Institute in July on campus. SLI is a high energy environment for teachers and students as we enroll nearly 250 teenagers from across the region each summer. Classes run daily and co-curricular activities are planned in the evenings. SLI has a long tradition of excellent English language instruction and a healthy atmosphere for teenagers. The program includes classes from elementary to advanced levels of instruction. Nearly 40 North American teachers volunteer their time to come to Lithuania to teach at SLI; there are good opportunities for collegiality.

Students will submit a Practicum Application to the instructor of ENG 580 Integrated Skills Practicum to get approval for their practicum before beginning accumulating academic hours for the practicum.

MASTER OF ARTS DEGREE IN INTERNATIONAL MANAGEMENT

MISSION STATEMENT

The MA International Management program prepares highly qualified, adaptable, flexible and versatile/universal specialists of management who possess a deep knowledge of modern management theories and methods, and are able to assess and apply acquired knowledge to make enterprise-level decisions and implement strategies required in today's dynamic business and global economic environment. In addition, graduates will integrate knowledge and analytical skills for independent research, and apply theoretical and research findings in ways that improve the community, organizations, and ministries across the country and around the world. The program is designed to meet 21st century needs, and address organizational and global issues and not just specific business issues. The program focuses on global engagement, and seeks to develop cultural intelligence, and global mindsets. Students are equipped to deal with the diverse world, to address challenges, and to face the dynamic, rapidly changing, globally connected business world.

CAREER OPPORTUNITIES

A graduate of the MA International Management program will have a vast number of career opportunities in organizations and companies whose operations are cross-border or cross-cultural. Career opportunities will be found in NGOs, government Foreign Service departments and these business units: management, finance, marketing, transportation and logistics, and management information systems. Additionally, graduates of the MA IM will have increased opportunities for progression in management and leadership functions within their own organizations based on a greater understanding of the business aspects associated with their organizations. Graduates from the program will have a unique advantage of being prepared to recognize and utilize global business opportunities either as entrepreneurs or intrepeneurs. Graduates of the International Management program will be able to work in various companies at the middle or upper management level. This qualification is particularly necessary in order to

work in international and national businesses, governmental and NGO, educational institutions and other organizations, which are developing and implementing international projects. Most upper management careers require an advanced degree in business. The list of possible career opportunities for graduates with an MA International Management includes the following: Marketing Manager, Business Manager, CEO, Human Resources Manager, Product Manager, and Project Manager. In addition, management analysts often have a Master's degree, especially one that includes the academic rigor of Thesis research. The program will also be a great asset for students that would choose to start their own business. Students who complete the MA will also be prime candidates for promotion and as such will move up in the management area of any career that they are currently working in. This would apply to professional areas such as health care providers, educators, and engineers. Management is a part of every profession and organization and as such the career opportunities are very broad. The international perspective of this program will add great value since many companies operate worldwide, most executive and top-level management positions will go to employees with graduate degrees like the MA International Management.

While career opportunities are broad and plentiful, the MA International Management program, with a strong research focus, will ensure that graduates are eligible for higher level study programs (PhD).

MA INTERNATIONAL MANAGEMENT COURSES

CODE	TITLE	CREDIT
ECO 610	International Economics & Finance	6
MGT 510	Global Marketing & Business Cultures	6
MGT 520	Organizational Design & Change	6
MGT 530	Financial Management & Performance	6
MGT 541	Business Research Methods & Metrics I	3
MGT 641	Business Research Methods & Metrics II	3
MGT 550	Global Business Tour	6
MGT 570	Human Resource Development	6
MGT 580	Management Theory & Strategy	6
MGT 590	Leadership & Ethics in Business Strategy	6
MGT 620	Business Creativity & Innovation	6
MGT 691	Thesis I	12
MGT 693	Thesis II	18
TOTAL CREDITS		90

MA INTERNATIONAL MANAGEMENT

GLOBAL BUSINESS TOUR

For the MA International Management students, the Global Business Tour is scheduled for students to visit companies abroad with international business interests. Sites visited will include global corporations, international organizations, and cultural venues. Students will be required to pay for travel and accommodations associated with the trip.

THESIS REQUIREMENTS

All students in the **MA TESOL program** are required to write and defend a thesis based on original research. The final semester of the program will be devoted to completing research and writing the thesis under the supervision of a professor. ENG 680 Thesis I: Research and Proposal (12 ECTS) and ENG 690 Thesis II: Writing and Defense (18 ECTS) are the courses dedicated to thesis work.

The **MA International Management program** culminates in a final Thesis Project (30 ECTS) that demonstrates the students' ability to articulate both management theories and original ideas in conducting a comprehensive research project. To write the thesis, students must be enrolled in MGT 691 Thesis I (12 ECTS) and MGT 693 Thesis II (18 ECTS), a total of 30 ECTS. In addition, students must successfully complete MGT 541 Business Research Methods and Metrics I (3 ECTS) and MGT 641 Business Research Methods and Metrics II (3 ECTS).

ACADEMIC CALENDAR

ACADEMIC SEMESTERS

MA TESOL

Both courses in the fall semester begin during the Summer Residency Sessions on campus. During the Summer Residency Sessions, each class meets for one week, for 3 hours every weekday. The remainder of the fall semester courses is conducted online for 6 weeks each.

During the spring and summer semesters, courses are fully online. The course schedule is arranged so that students enroll in one course at a time. Each of the online courses is 7 weeks long.

COHORT 2021

TERM I FALL 2021

Orientation for new students July 26 – August 6, 2021
August 7 – September 26, 2021
ENG 520 Second Language Acquisition Theory
September 27 – October 3, 2021 Fall break (no classes)
October 4 – November 12, 2021
ENG 500 Teaching English as an International Language
November 15-January 2, 2022 Winter break (no classes)

TERM II SPRING 2022

ONLINE SESSION ONLY:

January 3 – February 20, 2022
ENG 510 Linguistic Theory and Language Teaching
February 21 – April 8, 2022
ENG 540 Methods of Second Language Pedagogy
April 11–15, 2022 Spring break (no classes)

TERM III SUMMER 2022

ONLINE SESSION:

April 19 – June 3, 2022
ENG 530 Curriculum and Materials Design

ENG 580 Integrated Skills Practicum
June 6 – July 22, 2022
ENG 550 Language Assessment

TERM IV FALL 2022

LCC CAMPUS SESSION: August 1 – August 12, 2022
ONLINE SESSION: August 15 – November 11, 2022
ENG 610 Action Research Practicum
ENG 671 Research Methods

*Friday, August 12, 2022 – Graduation of 2020 Cohort Students

TERM V SPRING 2023

ONLINE SESSION: January 2 – April 7, 2023
ENG 650 Theory and Practice of Grammar Teaching
OR ENG 660 Program Administration
ENG 680 Thesis I: Research and Proposal

TERM VI SUMMER 2023

ONLINE SESSION ONLY: April 17 – July 23, 2023
ENG 690 Thesis II: Writing and Defense

THESIS DEFENSE: August 7-8, 2023 (by scheduled appointment)

GRADUATION

Friday, August 11, 2023

Note: although all necessary courses will be offered, the order of their appearance in the program may be subject to change.

MA INTERNATIONAL MANAGEMENT

The courses will be offered through a cohort based program approach and will include residency and online learning. There are four residency periods included in the program. Students participating in the program will spend three of these on the campus of LCC International University. One of the required components of the program will involve students' mobility for an international business study tour. All students should be aware of this compulsory mobility.

Each semester begins with an intensive residency session (Weeks 1 and 2) that involves at least 20 contact hours. The remaining 13 weeks of the term students will transition to online studies to complete 25 additional instructor contact hours and the independent and group studies.

COHORT 2021

TERM I FALL 2021

LCC CAMPUS SESSION
ONLINE SESSION:

July 31 – August 6, 2021
August 9 – November 5, 2021

MGT 510 Global Marketing & Business Culture
MGT 570 Human Resource Development
MGT 580 Management Theory & Strategy

TERM II SPRING 2022

LCC CAMPUS SESSION
ONLINE SESSION:

January 3 – 9, 2022
January 10– April 8, 2022

MGT 530 Financial Management & Performance
MGT 590 Leadership & Ethics in Business Strategy
MGT 520 Organizational Design & Change

TERM III SUMMER 2022

ONLINE SESSION:
Global Business Tour

April 25 – July 29, 2022
June 6–10, 2022

MGT 541 Business Research Methods & Metrics I
MGT 550 Global Business Tour

TERM IV FALL 2022

ONLINE SESSION:

August 1 – November 11, 2022

MGT 641 Business Research Methods & Metrics II
MGT 620 Business Creativity & Innovation
ECO 610 International Economics & Finance

*Friday, August 12 2022 Graduation of 2020 Cohort Students.

TERM V SPRING 2023

ONLINE SESSION:

January 2 – April 7, 2023
MGT 691 Thesis I

TERM VI SUMMER 2023

ONLINE SESSION:

April 24 – July 28, 2022
MGT 693 Thesis II

THESIS DEFENSE:

August 7-8, 2023 (by scheduled appointment)

GRADUATION

Friday, August 11, 2023

Note: although all necessary courses will be offered, the order of their appearance in the program may be subject to change.

07 COURSE DESCRIPTIONS

MA TESOL

ENG 500

Teaching English as an International Language: 6 ECTS credits

The course asks foundational questions about how we understand the inherent complexities in English language teaching in local contexts that are increasingly interconnected on global platforms. Throughout the course, the factors of political history, cultural particularity, and language choice are examined related to the dynamics of global uses of English worldwide. Through an assessment of current literature, investigation into specific teaching contexts, and reflection on faith integration activities, this course is designed to challenge students to examine their own assumptions, values and beliefs which inform their perspective of the English language teaching field as well as their current priorities and teaching practices.

ENG 510

Linguistic Theory and Language Teaching: 6 ECTS credits

This course offers the students an overview of the field of linguistics with attention to the ways that linguistic knowledge informs good teaching practice. The course familiarizes students with the main subfields of linguistics (phonetics, phonology, morphology, syntax, semantics, pragmatics, and sociolinguistics) and students solve linguistic exercises to strengthen their abilities to analyze linguistic data. Students are exposed to a variety of historic and contemporary approaches to understanding linguistics, and attention is paid to the interaction of linguistics theory and language teaching.

ENG 520

Second Language Acquisition Theory: 6 ECTS credits

The goal of this course is to broaden students' knowledge of the theoretical approaches to second language acquisition (SLA) and the issues surrounding the process of acquiring a second language. In the first part of the course, students are introduced to the main theoretical approaches to understanding SLA with discussion of the practical implications of different views on SLA theory. The second part of the course investigates SLA process and its complexity by considering a number of different variables that have an impact on overall learner success; age, individual differences, styles and strategies, pedagogical approaches, transfer, and implicit vs. explicit approaches to learning.

ENG 530

Curriculum and Materials Design: 6 ECTS credits

This course presents English language program preparation based on student needs-based analysis. Materials development and design methods are discussed. Students are taught how to prepare programs for longer periods of time than one day class. Students are also taught the application of theoretical knowledge in assessing student needs, outlining goals of the program and objectives of the course, developing the syllabus and preparing appropriate materials. Attention is given to the application of information technology and multimedia use for English language learning. Students are also taught to analyze the newest teaching materials; textbooks are examined and evaluated.

ENG 540

Methods of Second Language Pedagogy: 6 ECTS credits

This course gives an overview of cognitive, social, and psycholinguistic/affective factors (e.g. motivation, age, attention, proficiency level, and aptitude) affecting adults' learning of a second language. Students will learn practical techniques and methodological concerns of teaching

listening, reading, writing, and speaking. Emphasis will be on culturally and contextually appropriate pedagogy.

ENG 551

Language Assessment: 6 ECTS credits

This course deepens the students' knowledge in the theoretical background of English language assessment and exposes the students to the language tests (their properties and purposes) available for today's classroom and institutional use. The course also provides the guidelines and criteria for examining and evaluating English language tests. In the second part of the course, students are taught how to design, implement and evaluate valid and comprehensive language tests for the assessment of adult language proficiency. The course introduces the students to the statistics commonly employed in language testing. Finally, the course challenges students to utilize authentic assessment measures, ensuring that both formative and summative evaluation occurs within the English language curriculum.

ENG 580

Integrated Skills Practicum: 6 ECTS credits

It is a practicum course giving opportunity for students to plan, apply, and reflect on pedagogical techniques in classrooms. In their chosen context, students will prepare real lessons for real students and then reflect on the appropriateness of those pedagogical techniques for the students. The course requires students to observe another teacher and they are required to be observed by the instructor. In this course, students will link theory to classroom practice, developing their own ideas of appropriate pedagogy.

ENG 610

Action Research Practicum: 6 ECTS credits

This advanced course will combine the theory of research methodology in the language classroom and the PLAN/ACT/OBSERVE/REFLECT model of inquiry. Students will select an area of language teaching, specific to their context, which will form the basis for their research. They will analyze, hypothesize, and test their own theories in their own classrooms. The results of their action research will be used to impact their teaching of language.

ENG 650

Theory and Practice of Grammar Teaching: 6 ECTS credits

This course deals with the theoretical and practical problems in teaching grammar in the classroom. Students discuss how grammar instruction fits into current theories of language teaching and what it means to teach grammar. Much attention is given to the types of grammatical feedback available for the classroom. A special emphasis is placed on how to create and evaluate materials for teaching grammar.

ENG 660

Program Administration: 6 ECTS credits

This course is an overview (broadening) of the issues related to managing English language programs in public schools and private language companies. Issues related to staff are teacher recruitment, selection, retention and development. Issues related to curriculum are the design, revision and evaluation of current curriculum, and selection of materials. Students will study a specific context (their own student body) to gain a data driven perspective on the students' needs, goals, and motivations of their students in order to make reasonable decisions regarding placement and management of students enrolled in their program. Students will learn the basics of program management for private language schools and administrative decisions and tasks related to marketing, admissions, registration, and budgeting.

ENG 671

Research Methods: 6 ECTS credits

The course serves as a foundation for doing and critically evaluating research in applied linguistics. It provides the students with a broad overview of research methods available for language research and teaches them how to design language-based studies. In this course the emphasis is given to quantitative and qualitative methods of data collection and analysis. The course also presents the basic concepts of descriptive and inferential statistics and teaches the students how to interpret the statistics of the already published studies.

ENG 680

Thesis I: Research and Proposal: 12 ECTS credits

This course is designed to outline the steps of a thesis design and mentor students through the initial stages of their thesis project. This class is structured to serve as a bridge from students' general research knowledge (covered in the ENG 671 Research Methods course) to applying that knowledge in their specific research area in the thesis project. Assignments in this course are related to developing an extensive literature review, preparing the steps involved in their methodology for IRB review, and completing other thesis proposal components. This course is designed to support initial thesis writing with peer discussion and instructor feedback. The culmination of the course will be at a thesis proposal presentation which lays out the planning and development of a specific project timeline, research background, writing progress, and IRB approved methodology.

Prerequisite(s): Successful completion of all other courses in the program, as well as ENG 671

ENG 690

Thesis II: Writing and Defense: 18 ECTS credits

In this course students demonstrate advanced research knowledge and understanding of second language research methods through an original research project on a significant topic in the field. This project will involve developing data collecting instruments and data coding methods, analyzing data in coherent qualitative and /or quantitative models, and discussing and highlighting novel findings relevant to the field of second language research. Each student will work with a personal thesis advisor, with the final approval of the thesis being given by the Thesis Committee. The thesis must be presented at a public oral defense. The requirements of the thesis include the following components: the problem and its setting, the literature review, data collection methods, summary of results, conclusions and recommendations for further research.

Prerequisite(s): Successful completion of all other courses in the program, as well as ENG 680

MA INTERNATIONAL MANAGEMENT

ECO 610

International Economics & Finance: 6 ECTS credits

This course is a graduate level survey of corporate financial management and the global economic environment. Primary course topics emphasize sophisticated pricing policies, managing under uncertainty, global competition considerations, global financial markets, corporate finance policies, and the various impacts of government policy. It provides a basis for analyzing financial and economic decisions based on modern financial and economic theory.

MGT 510

Global Marketing & Business Cultures: 6 ECTS credits

Study and application of the current challenges confronting marketing organizations in today's global marketing environment. Critical success factors essential to effective and efficient marketing efforts are developed through numerous industry applications. Individual, organizational, and industry factors that impact market-oriented planning, global market development, effective channels management, integrated marketing communications, and attention to competitive advantages are examined. Marketing leadership skills are emphasized, including intercultural communication, cultural sensitivity, acculturation, collaboration, and cultural synergy. The examination of competitive strategy, positioning, advantages, and opportunities are analyzed and discussed.

MGT 520

Organizational Design & Change: 6 ECTS credits

The behavior of groups and individuals in organizations is examined using current management theory and research. Emphasis is given to understanding, predicting, motivating, and changing work-related behaviors in organizations. Key topics include organizational structure, culture, power, diversity, performance, resistance, and communication, particularly related to the rapid pace of organizational growth and change.

MGT 530

Financial Management & Performance: 6 ECTS credits

This course will examine the critical financial issues and decisions facing organizations. Students will gain exposure navigating and analyzing financial statements to better understand and position organizations, including the capital budgeting process. A particular focus will be placed on generating and managing cash flow. Identifying and attracting a variety of funding sources is also addressed. Students also go deeper into topics such as capital structure, capital market theory and risk-return relationship, working capital management, and dividend policy. Lastly, an examination of the means by which organizations can enhance their value and the requisite financial mechanisms to do so is undertaken.

MGT 541

Business Research Methods & Metrics I: 3 ECTS credits

This is the first of a two-semester study of the business research process and techniques. Students will learn and utilize specific and systematic steps within the research process, such as formulating and clarifying research topic, critically reviewing the literature, understanding research philosophies and approaches, formulating research design, defining and refining hypothesis, negotiating access and research ethics, and selecting samples. The course will also touch on a range of issues that frequently arise during the course of a research project. Upon completion of the course, students will be able to effectively use research methods within their organizations to tackle issues as they arise and produce quantitative and qualitative analysis to be used in decision making.

The Research Methods courses provide an opportunity for students to establish or advance their understanding of research through critical exploration of research language, ethics, and approaches, thus preparing them to successfully complete a thesis project.

MGT 550

Global Business Tour: 6 ECTS credits

Students experience the variations in business and industry sectors and cultural differences first-hand by visiting other global markets. Tours include a combination of business and corporate meetings with visits to historic sites and the unique communities of selected countries. Particular

emphasis is given to identifying cultural differences in values, customs, attitudes and behaviors that impact the marketplace and organizational environments. Students are encouraged to explore and examine particular areas of business interest during the tour while completing course requirements. This course requires international travel.

MGT 570

Human Resource Development: 6 ECTS credits

Rapid changes in technology and job design, along with the increasing importance of learning- and knowledge-based organizations, makes human resource development, with a focus on performance, an increasingly important topic. This course is a study of current trends in human resource development in organizations with a focus on how individuals and groups learn and interact with organizations including motivation, group dynamics, system theory, organizational culture, learning and change. Specifically students will learn how to identify development needs through assessments, analyze jobs, identify and develop a variety of development activities, including training and coaching, and evaluation of development programs.

MGT 580

Management Theory & Strategy: 6 ECTS credits

Current and historical perspectives related to the organization and business strategy foundation and top management development are studied, including organizational analysis that leads to strategy formulation and implementation. This course emphasizes the examination of present and historical management theory and practice, as well as current trends in business literature and numerous industry applications.

MGT 590

Leadership & Ethics in Business Strategy: 6 ECTS credits

This course seeks to foster the practice of robust leadership in business (and other organizational settings) from a Christian perspective. The foundation for effectiveness in leadership is built on Christian character and virtue as well as understanding of leadership theory and research. The leader is prepared for ethical decision-making and for strength of character by which to execute those decisions. The course draws first from the Bible and then from philosophy, psychology, history, literature and current events for its principles, exemplars, and case studies.

MGT 620

Business Creativity & Innovation: 6 ECTS credits

Processes that are used to develop new ideas and opportunities are covered from a managerial perspective, including how to stimulate creativity and imagination in employees and associates. Challenges to innovation management, new product development, collaborative efforts, and the learning organization are examined through theory and application. Course includes both individual and group processes used to strengthen organizational creativity.

MGT 641

Business Research Methods & Metrics II: 3 ECTS credits

This is the second of a two-semester study of the business research process and techniques. Students will learn and utilize specific and systematic steps within the research process, such as data collection, data preparation, data analysis and interpretation, and research reporting. Various Research Methods will be examined and utilized within course projects. Methods that will be introduced include Case Study Design, Focus Groups, Questionnaires, Surveys, and Appreciative Inquiry. Upon completion of the course, students will be able to effectively use research methods within their organizations to tackle issues as they arise and produce

quantitative and qualitative analysis to be used in decision making. The Research Methods courses provide an opportunity for students to establish or advance their understanding of research through critical exploration of research language, ethics, and approaches, thus preparing them to successfully complete a thesis project.

Prerequisite(s): MGT 541

MGT 691

Thesis I: 12 ECTS credits

In the Thesis Work I, Thesis Work II and Direct Research-Thesis Defense courses students demonstrate advanced research methods in both an extensive review of literature and original research on a significant topic in the field of International Management. The requirements of the thesis include the following components: the problem and its setting (Thesis Work I), the literature review (Thesis Work I), data collection methods (Thesis Work I), summary of results (Thesis Work II), conclusions and recommendations for further research (Direct Research). The student works with a personal advisor, with the final approval being given by the Thesis Committee. The thesis must be presented at a public oral defense. Prerequisite(s): successful completion of 50% of the program coursework (36 ECTS), including MGT 541 and MGT 641

MGT 693

Thesis II: 18 ECTS credits

In the Thesis II course, students demonstrate advanced research methods in both an extensive review of literature and original research on a significant topic in the field of International Management. This course is a continuation of the thesis process following Thesis I. The requirements of the thesis include the following components: the problem and its setting, the literature review, data collection methods, summary of results, conclusions and recommendations for further research. The student works with a personal advisor, with the final approval being given by the Thesis Committee. The thesis must be presented at a public oral defense.

Prerequisite(s): MGT 691

08 FACULTY NAMES AND CREDENTIALS

MA TESOL FACULTY

Daiva Berzinskas, Associate Professor

M.Ed. – Curriculum and Instruction with concentration in TEOSL, Middle Tennessee State University

B.A. – History and Religious Studies, Cleveland State University

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Ph.D. – Educational Psychology, Second Language Acquisition and Teacher Education, University of Illinois at Urbana-Champaign

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B.A. – Secondary English Education, Purdue University

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B.A. – English and History, Fresno Pacific College

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M.A. – Bicultural-Bilingual Studies, University of Texas at San Antonio

B.A. – English Education, Goshen College

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B.M. – Viola, University of Kansas

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MA INTERNATIONAL MANAGEMENT FACULTY

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B.A. – Speech Communications, Greenville College

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M.B.A. – Tarleton State University

B.A.A.S. – Tarleton State University

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M.B.A. – Marketing, American InterContinental University

B.B.A. – Management, American InterContinental University

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M.B.A. – Accounting, Indiana University

M.A. – Theological Studies, Bethel College

M.A. – Economics, University of Notre Dame

M.Sc. – Interdisciplinary Studies, Texas Tech University

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Dr. Julie Little, Associate Professor

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M.S. – Business Management, Indiana Wesleyan University

B.S. – Labor Studies/Industrial Relations, Indiana University-Kokomo

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B.A. – International Relations, Illinois Wesleyan University

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Scott, Stewart, Graduate Program Coordinator

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M.A. – Military History, Norwich University
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A.A.S – Instructional Systems Technology, Community College of the Air Force
A.A.S. – Electronic Systems Technology, Community College of the Air Force

10 APPENDIX

The Apostles' Creed

The Nicene Creed

LCC is committed to the historic Christian faith, which is expressed in the ecumenical creeds. These Creeds were formulated in the early centuries of Christian history, prior to the division of the Church into Orthodox, Catholic and Protestant (or Evangelical) branches. They are shared expressions of our common Christian faith.

THE APOSTLE'S CREED

I believe in God, the Father almighty, creator of heaven and earth.

I believe in Jesus Christ, His only Son, our Lord. He was conceived by the power of the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended to the dead. On the third day He rose again. He ascended into heaven and sits at the right hand of God, the Father Almighty. From there He shall come to judge the living and the dead.

I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.

THE NICENE CREED

We believe in one God, the Father, the Almighty, maker of heaven and earth, and of all that is seen and unseen.

We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God of God, Light of Light, true God from true God, begotten, not made, one in being with the Father. Through Him all things were made. For us men and for our salvation, He came down from heaven: by the power of the Holy Spirit He was born of the Virgin Mary, and was made man. For our sake He was crucified under Pontius Pilate; He suffered, died, and was buried. On the third day He rose again according to the Scriptures; He ascended into heaven and is seated on the right hand of the Father. He will come again in glory to judge the living and the dead, and His kingdom shall have no end. We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father (and the Son). With the Father and the Son He is worshipped and glorified. He has spoken through the prophets. We believe in one holy catholic and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come. Amen.