

APPROVED
by Resolution No SPN-20 of 20 April 2021
of the Senate of Vilnius University

DESCRIPTION OF THE PROCEDURE FOR CREDITING LEARNING OUTCOMES AT VILNIUS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for Crediting Learning Outcomes at Vilnius University (hereinafter referred to as the Description) governs the principles and procedure for crediting learning outcomes at Vilnius University (hereinafter referred to as the University) that were previously achieved by persons who studied at the University or at other Lithuanian and/or foreign higher education institutions.

2. The Description applies to persons who have graduated, have studied, or are studying at Lithuanian and/or foreign higher education institutions according to higher education study programmes and would like to continue their studies at the University by crediting the learning outcomes they achieved according to the same or other university first- or second-cycle, integrated or professional study programmes.

3. The Description has been prepared in accordance with Order No V-1174 of 6 August 2020 of the Minister of Education, Science and Sport of the Republic of Lithuania on approval of the description of the procedure for crediting partial studies at higher education institutions, as well as Council Recommendation 2018/C 444/01 of 26 November 2018 on promoting automatic mutual recognition of higher education and upper secondary education and training qualifications and the outcomes of learning periods abroad.

4. The terms used in the Description correspond to the terms defined in the Republic of Lithuania Law on Higher Education and Research and other regulations.

CHAPTER II CREDITING LEARNING OUTCOMES OBTAINED ACCORDING TO A HARMONISED CURRICULUM

5. For a person who studied at another Lithuanian or foreign higher education institution according to a learning agreement or exchange programme, learning outcomes obtained according to a harmonised curriculum are credited without restrictions, provided that the learning agreement or other document according to which the curriculum was harmonised was not breached. If the person did not fulfil the requirements according to the harmonised curriculum (negative assessment of learning achievements, failure to amass the number of study credits provided for in the study plan while studying at the other higher education institution), conditions shall be provided at the University to achieve the intended learning outcomes and pass subjects/modules in the scope of the deficient study credits by studying them at the University at his or her own expense. The scope of the subjects/modules taken at another higher education institution according to a harmonised curriculum are credited by calculating it according to the credits of the European Credit Transfer and Accumulation System (ECTS) used by the University. The calculation/conversion of credits into the credit system used at the University shall be implemented by the study department of the core academic unit of the University (hereinafter referred to as the Unit).

6. In cases when, due to circumstances beyond the person's control, there is a deficiency of subjects/modules taken after studies at another higher education institution according to a harmonised curriculum, the Unit shall create conditions for the person to eliminate the deficiency at the University free of charge by taking subjects/modules in the scope of the credits of the subjects/modules not taken

at the other higher education institution in accordance with the procedure established by the Vilnius University Regulations for Research, Artistic Activity and Studies.

7. Learning outcomes obtained by studying according to a harmonised curriculum are credited upon receipt of an academic certificate or other document confirming the person's outcomes at another higher education institution.

8. Once it receives documents from the person confirming the outcomes of studies at another higher education institution, the Unit shall evaluate the formal requirements and credit them in the University study information system.

9. Learning outcomes obtained at another higher education institution according to a harmonised curriculum are credited in the study semester during which the person studied according to the harmonised curriculum at the other higher education institution.

10. The names of the subjects/models being credited, assessments, name of the foreign state, name of the foreign higher education institution, and other data related to crediting learning outcomes according to a harmonised curriculum are recorded in the University's study information system and in the diploma supplement in Lithuanian and English.

CHAPTER III CREDITING LEARNING OUTCOMES OBTAINED ACCORDING TO A NON- HARMONISED CURRICULUM

11. For a person who studied at the University or at another Lithuanian or foreign higher education institution according to a non-harmonised curriculum, previously obtained learning outcomes are credited after assessing whether the learning outcomes meet the formal requirements and the subject requirements and the competencies to be developed of the study programme selected.

12. A person who would like learning outcomes obtained according to a non-harmonised curriculum to be credited must submit documents about the said learning outcomes to the Unit where he or she is studying via the University study information system:

12.1. if the person obtained learning outcomes according to a non-harmonised curriculum during studies at another higher education institution:

12.1.1. an application stating the study programme of the learning outcomes that the person would like to have credited;

12.1.2. a diploma and diploma supplement if the person acquired a qualification of higher education;

12.1.3. a document certifying the completed studies or part thereof (study certificate, academic certificate of studies or other document);

12.1.4. descriptions of the subjects/modules taken and passed, and other information about the subject/module learning outcomes acquired. Upon taking subjects/modules at another higher education institution operating in the Republic of Lithuania, the subject/module description documents submitted to the University must be certified by the higher education institution where those subjects/modules were taken;

12.1.5. information on the achievement assessment system used at the other higher education institution and, if possible, the percentage distribution of the assessments of study participants, if this information is not provided in the diploma supplement or academic certificate of studies and the learning outcomes were obtained somewhere other than the University.

12.2. if, after the termination of studies, the person is repeatedly studying/would like to study in the same or another University study programme (or has separately taken the study subjects/modules in the same University study programme) – an application stating the study programme of the learning outcomes that the person would like to have credited.

13. If, for objective reasons, the person is unable to submit part of the documents specified in the Description certifying the obtained learning outcomes, the decision on further implementation of the procedure for crediting learning outcomes shall be taken by the chair of the Study Programme Committee (hereinafter referred to as the Committee).

14. The Unit shall evaluate the learning outcomes that the person would like to have credited according to:

14.1. information about the higher education institution (whether the learning outcomes were achieved at an institution with the status of a higher education institution); if necessary, the Unit may contact the Lithuanian or foreign higher education institution, the Centre for Quality Assessment in Higher Education as an authorised ENIC/NARIC network centre, and other institutions in order to obtain the necessary information about that higher education institution;

14.2. the documents submitted by the person about the learning outcomes to be credited.

15. Compliance of the learning outcomes achieved by the person with the requirements of the study programme or part thereof and crediting of the learning outcomes are performed in the Unit in accordance with the following general principles:

15.1. if the person is repeatedly studying in the same University study programme (or previously took separate subjects/modules of the study programme as an unclassified student) and would like to credit the learning outcomes of the subject/module previously obtained in the same study programme, these learning outcomes obtained at the University are credited without restrictions. In this case, the learning outcomes to be credited must meet the formal requirements and the study programme subject requirements, which shall be assessed by the chair of the Committee;

15.2. general university study subjects/modules taken by the person as electives are credited without restrictions;

15.3. theses and/or final examinations are not credited;

15.4. the person's previously obtained learning outcomes that received a negative assessment are not credited;

15.5. no more than 75 per cent of the scope of the study programme of the same cycle may be credited, except for the cases specified in item 15.1 of the Description;

15.6. partial study outcomes obtained at another type (college) of higher education institution may be credited without exceeding:

15.6.1. 75 per cent of the scope of the first-cycle study programme of which the learning outcomes are to be credited;

15.6.2. 25 per cent of the scope of the professional or second-cycle study programme of which the learning outcomes are to be credited;

15.6.3. 40 per cent of the scope of the integrated study programme.

16. Crediting of learning outcomes takes place within 30 (thirty) calendar days of the beginning of the new study semester. A person who would like to have learning outcomes credited must submit an application in the University study information system addressed to the head of the Unit within 14 (fourteen) calendar days of the beginning of the new study semester.

17. Upon receiving the person's application along with the accompanying documents, an employee of the study department of the Unit:

17.1. shall assess the compliance of the submitted documents with the formal requirements in accordance with the procedure established by the Description;

17.2. upon assessing the compliance of the submitted documents with the formal requirements, shall forward said documents to the chair of the Committee.

18. The chair of the Committee:

18.1. shall assess the compliance of the subject/module outcomes that the person would like to have credited with the requirements of the programme being studied or planned to be studied in accordance with the criteria established in the Description. If necessary, the chair may consult with the teacher coordinating the subject/module to be credited and/or other members of the Committee to establish compliance of the outcomes;

18.2. shall submit a proposal to the employee of the study department of the Unit regarding the crediting of the subject/module outcomes.

19. The decision on the crediting of a person's learning outcomes shall be taken in the Unit within 14 (fourteen) calendar days of the person's application to credit the subjects being submitted.

CHAPTER IV OFFICIAL REGISTRATION OF CREDITED LEARNING OUTCOME

20. The person's learning outcomes to be credited are officially registered in the University study information system by completing the credited learning outcome card (hereinafter referred to as the Card) therein. The following data for the subject/module to be credited are recorded in the card:

- 20.1. name in Lithuanian and English;
- 20.2. course part;
- 20.3. level of foreign language studied (optional);
- 20.4. language of instruction;
- 20.5. original scope in credits;
- 20.6. scope in credits according to the credit system used by the University;
- 20.7. number of hours taken (optional);
- 20.8. original assessment acquired;
- 20.9. assessment according to the assessment system used by the University (optional);
- 20.10. form of financing the acquired credits;
- 20.11. date of acquisition of the assessment;
- 20.12. study part;
- 20.13. form of assessment.

21. The Card shall be signed by the chair of the Committee and the employee of the study department of the Unit who created the Card. The Card shall be completed and signed within three working days of the decision on the outcomes that the person would like to have credited.

22. The completed and signed Card is stored in the University study information system. On its basis, the student's learning outcomes are credited in the University study information system.

23. The names of the credited modules/subjects, their scope in credits converted into the credit system used by the University, and the assessments are recorded in the issued diploma supplement or academic certificate of studies. If the subject/module was taken at another higher education institution, the name of the higher education institution is indicated as a footnote.

CHAPTER V FINAL PROVISIONS

24. The study department of the Unit shall inform the person of the decision taken within three working days of taking the decision on the crediting of learning outcomes.

25. A person who does not agree with the decision taken in the Unit on the crediting of learning outcomes has the right to appeal the decision to the Unit's dispute resolution commission in accordance with the procedure established in the model regulations for the dispute resolution commission of core academic units of Vilnius University.
