

APPROVED
The Academic Council of Utena College
Decision No AT-21 of 26 April 2019

The Academic Council of Utena College
Decision No AT-56 of 4 December 2019

The Academic Council of Utena College
Decision No AT-25 of 10 September 2020

PROCEDURE FOR ACADEMIC RECOGNITION AND ACCEPTANCE OF THE LEARNING OUTCOMES OF PARTIAL STUDIES, TRAINING AT UTENOS KOLEGIJA/HIGHER EDUCATION INSTITUTION

CHAPTER I GENERAL PROVISIONS

1. The Procedure for Academic Recognition and Acceptance of the Learning Outcomes of Partial Studies, training at Utenos kolegija/Higher Education Institution (hereinafter - the Recognition Procedure) establishes the principles of crediting of study results achieved by a person in higher education institutions or other educational institutions in Lithuania or foreign countries or of competences acquired by a person in an informal or spontaneous manner at Utena College (hereinafter - the College), their formalisation, and the procedure for issuing study certificates and module (subject) descriptions.

2. This procedure has been prepared in accordance with the Law on Science and Education of the Republic of Lithuania (TAR, No.2016-20555), the Procedure for the Crediting of the Results of Partial Studies at Higher Education Institutions, approved by the Order of the Minister of Education, Science and Sport of the Republic of Lithuania of 6 August 2020 No. V-1174, the General Requirements for the Conduct of Studies approved by the Order of the Minister of Education and Science of the Republic of Lithuania No. V-1168 of 30 December 2016, in the current version (hereinafter referred to as the "General Requirements for the Conduct of Studies"), the Recognition Convention of Lisbon (1999), the Charter of Erasmus for Higher Education 2014 - 2020, the Guide for the ECTS User (2015), and the Regulations of the Studies of Utenos College of Education and Science.

3. The procedure of crediting shall apply to persons who have graduated, studied or are studying in higher education institutions of Lithuania or foreign countries under higher education study programmes in accordance with the harmonised content of studies or the unharmonised content of studies, or who have been studying in other educational establishments and who wish to continue

their studies at the College in accordance with the same study programmes of the College or other study programmes of the College including the results of studies or training they have achieved.

4. For the purposes of these Offsetting Procedures, the following terms are used:

Erasmus+ Academic Coordinator - a person appointed by order of the College Principal, who is responsible at the Faculty for coordinating, signing, coordinating changes and full crediting of partial study/internship results of students of the respective Faculty. The Erasmus+ Academic Coordinator must ensure that all credits obtained in the approved mobility study programme are fully recognised, transferred to the study programme of the student's institution and used to meet the qualification requirements.

Part-time study (credit mobility) - Part-time study is a student's learning in a part of a study programme that provides knowledge and skills that are assessed and validated by a certificate issued by the higher education institution. Credit mobility is based on the following documents: the Erasmus Charter for Higher Education, the Course Catalogue, the Study/Practicum Contract, the Study/Practicum Completion Certificate.

Partial study agreement (Study/internship agreement - a tripartite agreement signed by the College and the heads of a higher education institution/institution in Lithuania or abroad or their authorised representatives and the student sent for partial study/internship. It defines the intended learning outcomes of the period of study abroad and contains provisions for official recognition, as well as the location of the period of study/placement. In the case of a student sent under European Union programmes, the partial study agreement shall be drawn up in accordance with ECTS requirements. During the mobility period, the agreement may be amended by agreement between all parties, but no later than one month after the start of the course.

Module (subject) description - a document specifying the name of the module (subject), the scope of the study module (subject) in credits and hours (indicating the scope of contact and independent work in hours), the objectives, the programme study outcomes, the results of the study module (subject), the links between the study module (subject) results, the study methods and assessment methods, the assessment criteria, the content of the study module (subject), the main and supplementary literature, and the authors of the study module (subject) description.

Subject requirements - the requirements set by the College for the learning outcomes, content and scope of each study module (subject).

Credit recognition is the process by which the College confirms that the learning outcomes obtained and assessed at another institution meet the requirements of a particular study programme, component or qualification.

Recognition of non-formal and informal learning - a process whereby an institution certifies that learning outcomes acquired and assessed in another context (non-formal or informal learning) meet the requirements of a particular programme, component or qualification.

Study certificate - a document issued to a person about the results of their studies.

The Study Programme Committee - an organisational structural unit of the College Department responsible for the quality of the study programme - works on the study programme by analysing and improving the content of the study programme, annually reviewing and updating the study programme where necessary.

Study credit card - a document of study credit issued to a person on the basis of the agreed (Annex 1) or unagreed (Annex 2) content of the study, which includes the names of the modules (subjects) credited, their translation into Lithuanian, the scope of the subject and the grade equivalence.

Type of study programmes - a parameter used to classify study programmes according to the objectives, degree of difficulty, scope and qualifications to be acquired (undergraduate collegiate programmes, first cycle university programmes, postgraduate university programmes; vocational programmes).

Learning outcomes - statements describing what a student should know, understand and be able to do after completing a module (subject) and/or the entire programme of study.

Type of study - a parameter used to classify types of study programmes according to the purpose of the study and the position of the qualification in the national qualifications system.

Foreign higher education institution - a higher education institution recognised by the laws of that foreign country.

5. The terms used in the crediting procedure correspond to the terms defined in the Law on Science and Studies of the Republic of Lithuania, the Description of the Procedure for Crediting the Results of Partial Studies at Higher Education Institutions, the General Requirements for the Conduct of Studies and other legal acts.

6. If a person wishes to have his/her study results credited at another higher education institution, the College shall provide him/her with a Study Certificate and other necessary information.

CHAPTER II

CREDITING OF STUDY RESULTS ACCORDING TO THE AGREED STUDY CONTENT

7. The results of studies of a person who has studied at another Lithuanian or foreign higher education institution or who has completed a traineeship at a foreign institution under a partial study agreement or on another legal basis after the content of studies has been agreed upon, shall be credited without limitations, provided that no breaches of the requirements of the agreement on the period of mobility or of any other document on the basis of which the content of studies has been agreed upon have been found in respect of the modules (subjects) studied.

8. A person wishing to have the results of studies credited shall write a request to the Dean of the Faculty and submit a Certificate of Studies on the modules (subjects) attended and completed.

9. If a student's study certificate is in a language other than English or Lithuanian, except for students who have studied under official exchange programmes, he/she must submit the original document and an official translation of the document, certified by a translation bureau, into Lithuanian.

10. The academic coordinator of the Erasmus+ programme of the faculty, after the student's partial studies under the official ongoing exchange programmes, after having received a Study Certificate from the host institution:

10.1. determine and assess whether the study modules (subjects) and the accumulated credits studied and completed by the student abroad correspond to the study modules (subjects) and the amount of credits provided for in the student's study agreement (or amendments thereto).

10.2. on the basis of a Study Certificate issued by another higher education institution or institution, fill in the Credit Card (Annex 1) and submit to the Head of the Department a proposal on the crediting of modules (subjects).

11. The Head of the Department, in accordance with the proposals of the Faculty's Erasmus+ Programme Academic Coordinator, shall transfer all credits obtained under the approved partial study agreement, as indicated in the Study Certificate, indicating the original names of the modules (subjects), to the Credit Card (Appendix 1) and submit a proposal for the crediting of modules (subjects). In case of differences in programmes, the Head of Department shall draw up an individual study timetable.

12. The results of the studies shall be certified by the Head of Department with his/her signature on the credit card. Taking into account the Head of Department's proposals, the final decision on the crediting of study results shall be taken by the Dean of the Faculty and the crediting card shall be approved by signature and the seal of the Faculty. The original transcript shall be submitted to the Department of Studies, one copy shall be submitted to the Department of International Relations and the second copy shall be kept in the student's personal file.

13. A module (subject) that has been marked as "credited" in a foreign higher education institution may be partially credited at the College, i.e., a part of the studied subject is credited, indicating the number of credits, the difference in credits, and the method of settlement.

14. If, through no fault of the student being sent, there are modules (subjects) which have not been completed and settled in accordance with the agreed content of the studies, the student shall be allowed to complete the missing modules (subjects) free of charge on his/her return for further studies:

14.1 Differences in programmes before or after partial studies abroad may be settled according to an individual settlement schedule, but no later than the end of the following semester.

14.2. A student who has failed to complete or incompletely completed a partial study agreement (e.g., negative grades in study modules (subjects)) shall be given the opportunity to defend the project work, internships and re-take the examinations until the end of the following semester.

14.3. If a student who has been studying under a part-time study agreement fails to pass an examination in a module (subject) and does not accumulate the required number of credits, he/she shall be required to study a module (subject) of the full-length programme of study in which he/she is enrolled for the relevant period of study and of the relevant volume (in credits).

14.4. To resolve differences in programmes, the student shall submit a request to the Dean of the Faculty. The Dean of the Faculty shall authorise individual settlement by order of the Dean of the Faculty. The Head of the Department shall draw up an individual study timetable, which shall be approved by the signature of the Dean of the Faculty (Annex 5). The individual timetable shall be prepared by the Department Administrator.

15. If the higher education institution sends the study certificate later than the time stipulated in the bilateral agreement, the deadlines for crediting the study results may be postponed until the end of the following semester.

CHAPTER III

CREDITING OF STUDY RESULTS BASED ON NON-HARMONISED CONTENT

16. A student may apply to the College for the assessment and recognition of his/her formal, non-formal and informal learning outcomes or competences related to higher education.

17. A student transferring from another higher education institution may be admitted if he/she has studied the study programme of the field of study he/she wishes to study at the College and has submitted a certificate of having passed study modules (subjects). Admission shall be granted for the course (semester) in which no more than three gaps in the modules/subjects remain. The deadline for the elimination of the differences or the acquisition of the missing competences shall be set by order of the Director of the College, on the recommendation of the Dean of the Faculty, but not longer than the end of the current semester.

18. The results of studies shall be credited at the College by order of the Director of the College on the recommendation of the Dean of the Faculty:

18.1. the results of studies at a higher education institution in a foreign country, if that institution is recognised under the laws of that country;

18.2. the results of students from a foreign higher education institution who have come to study at the College;

18.3. the results of studies at other Lithuanian higher education institutions of the same or different type;

- 18.4. the results of studies under another study programme of the College;
- 18.5. the results of students repeating their studies;
- 18.6. the results of students who have switched from one form of study to another.
- 18.7. the results of formal training received in another educational institution;
- 18.8. the achievement of competences related to higher education acquired through non-formal and informal learning.

19. A person wishing to have the results of studies or training credited shall, within one month of the beginning of the new semester, submit:

19.1. an application to the Dean of the Faculty, in which he/she shall indicate the study programme under which he/she is studying or wishes to study, and the modules (subjects) he/she wishes to take for credit;

19.2. documentation of the results of the studies they wish to have credited:

19.2.1. the diploma, its appendix (annex) and the module (subject) descriptions, if the person has completed a higher or other education qualification;

19.2.2. information on the system of assessment of achievements used in the other higher education institution and, where possible, the percentage distribution of marks achieved by those who have taken part in the studies, if this information is not included in the diploma supplement or in the academic study certificate.

19.2.3. those who have studied but have not completed their studies, or those who are studying and wish to continue their studies - a certificate of studies or other document and descriptions of modules (subjects);

19.2.4. descriptions of modules (subjects) need not be submitted if the person is studying, has studied but has not completed his/her studies, as well as if he/she has obtained higher education at the College.

20. The Dean of the Faculty, in accordance with the legal acts of the Republic of Lithuania, shall assess the formal requirements for studies in accordance with:

20.1. information about the higher education institution (whether the results of studies have been achieved in an institution with the status of a higher education institution), and, if necessary, may apply to a Lithuanian or foreign higher education institution, to the Centre for Quality Assessment of Studies as an authorised centre of ENIC/NARIC networks and other institutions for obtaining the necessary information about the higher education institution;

20.2. on the basis of the documents submitted by the person - type of studies (university or college), type of study programmes, form of studies, etc;

20.3. any other documents submitted by the person.

21. The Dean of the Faculty, after assessing the formal study requirements, shall submit the following to the Heads of the relevant Departments:

- 21.1. a copy of the student's application referred to in point 19.1 of the Credit Procedure;
- 21.2. a copy of the Diploma Supplement (appendix) or a copy of the study certificate;
- 21.3. the documents referred to in clauses 19.2.2, 19.2.3 of the offsetting procedure;
- 21.4. evidence of competences acquired through non-formal or informal learning.

22. The Head of the Department, on the basis of the student's application, the diploma supplement (appendix), the study certificate and/or module (subject) descriptions, and documents proving the competences acquired through non-formal or informal learning, shall assess the compliance of the study results with the subject requirements of the desired study programme and record the decision in the prescribed form of the results credit card (Annex 2).

23. Procedure for crediting studies, training and learning outcomes:

23.1. the module (subject) of the field of study shall be credited:

23.1.1. if its scope is at least two-thirds of the scope of a similar course in the field of study envisaged in the programme of study or intended to be studied, and it corresponds to its essential objectives and the main content of the course;

23.1.2. if there is no suitable module (subject) for comparison among the modules (subjects) of the field of study, another module (subject) may be credited which meets the general requirements set for the subjects of the field of study and which provides the knowledge and competences required in that part of the programme.

23.2. a general collegiate study module (subject) shall be credited if it fulfils the essential objectives of the general collegiate study modules (subjects) and the main parts of the content of the subject.

23.3. competences acquired through non-formal and informal education shall be evaluated in accordance with the *College's procedure for evaluation and recognition of competences acquired in the system of non-formal adult education*.

23.4 The student's free choice of subjects shall be credited without restriction.

23.5 No credit shall be given for the final thesis and/or the final and/or qualifying examination.

23.6. no more than 75 per cent of the study programme of the same level may be credited;

23.7. credit may be given for partial study results obtained at another type of higher education institution (university, college) in accordance with the principles of credit accumulation of the higher education institution, up to the following:

23.7.1. no more than 75 per cent of the first cycle study programme, the results of which are claimed for credit;

23.7.2. no more than 25 per cent of the volume of the professional studies, post-graduate study programme, the results of which are claimed for credit;

23.7.3. no more than 40 per cent of the volume of the full-time study programme.

23.8. credit may be given for the results of another (lower) level of study or type of study or training programme, but the amount of such results may not exceed 50 per cent of the amount of the study programme to be studied.

24. The Head of the Department, when submitting a proposal to the Dean of the Faculty regarding the crediting of modules (subjects), has the right to:

24.1. to count several courses as one course if the subject requirements are met;

24.2. to take one course instead of several if the subject requirements are met;

24.3. not to credit a course if more than 10 years have elapsed since the previous study, during which time the content of the course has become obsolete, unless otherwise provided for by other legislation.

25. The Dean of the Faculty shall make the final decision on the crediting of study results, taking into account the proposals of the Head of Department.

26. The Credit Card (Annex 2) shall be approved by the Dean of the Faculty upon the recommendation of the Head of the Department with the signature and the stamp of the Faculty.

27. The student shall submit a request to the Dean of the Faculty to resolve differences between programmes. By order of the Dean of the Faculty, modules (subjects) are allowed to be settled individually, and the Head of the Department draws up an individual study timetable, which is approved by the signature of the Dean of the Faculty (Annex 5). The individual timetable shall be prepared by the Department Administrator.

CHAPTER IV

VALIDATION OF LEARNING OUTCOMES

28. The decision on the crediting of study results shall be formalised by a registered study results credit card within one month of the date of receipt of all the documents listed in point 19 of this Schedule at the latest; the original study results credit card shall be submitted to the Study Department, one copy of which shall be issued to the person requesting the crediting of study results, and the second copy of which shall be kept in the student's personal file.

29. The titles of the modules/subjects taken, their credit volume and grades shall be entered in the appendix of the diploma, in the study certificate, instead of the modules/subjects provided for in the study programme. If the module/subject was taken at another higher education institution, the name of the higher education institution shall be indicated in a footnote. Any abbreviations shall be explained at the end of the list of modules/subjects and the name of the foreign higher education institution shall be included.

30. The names of modules (subjects), grades, the names of the foreign state and the foreign higher education institution, and other data related to the crediting of study results shall be entered in the study certificate in Lithuanian, and in the diploma appendix in Lithuanian and English.

CHAPTER V

ISSUING STUDY CERTIFICATES AND MODULE (SUBJECT) DESCRIPTIONS

31. A person who has graduated from, has studied or is studying at the College and who wishes to obtain a study certificate or an archival certificate (and) a module (course) description, shall submit an application for their issue to the Dean of the Faculty on behalf of the Director of the College. A person who has completed a programme of study and has been awarded a diploma and a diploma supplement shall not be issued with a study certificate.

32. Within 10 working days from the date of the request:

32.1. The study certificate for the period of study shall be prepared by the Study Department and signed by the Head of the Study Department, and the archival certificate shall be signed by the Archivist. The certificates issued shall be approved by the Principal of the College (Annex 3);

32.2. module (subject) descriptions shall be prepared by the department administrator and approved by the Dean of the Faculty on the recommendation of the head of the department (Annex 4).

33. A person studying at the College shall be issued study certificates once free of charge. A person shall pay a fee for the repeated preparation of a study certificate and for the issuance of module (subject) descriptions in the amount determined by the order of the Director of the College.

CHAPTER VI

PROCEDURE FOR LODGING AND HEARING APPEALS

34. If a person disagrees with the decision on the crediting of study results, he/she has the right to submit an appeal (request) to the College Director within 10 days. Within 1 month from the date of submission of the request, a meeting of the Appeals Board shall be convened, whose decision on the crediting of studies shall be final. The composition of the Appeals Board shall be approved by the Director of the College by order.

CHAPTER VII

FINAL PROVISIONS

35. The procedure for crediting shall be approved, amended and supplemented by a decision of the Academic Board.

36. The crediting procedure shall come into force from the date of the Academic Board's decision.

UTENA COLLEGE

.....**FACULTY**

**CARD FOR CREDITING THE RESULTS OF STUDIES IN ACCORDANCE WITH THE AGREED CONTENT OF STUDIES AT ANOTHER
HIGHER EDUCATION INSTITUTION/ INSTITUTION AT THE UTENOS COLLEGE**

20.... -No.
Utena

Study programme, course:	
Study programme country code:	
Study format:	
Student's name:	
Name of higher education institution/institution	
Study programme	
Name of country	

For the semester(s) of _____ AY _____ the student has taken the following courses and received grades:
(school year)

Eil. No.	Module (subject) title			Module (subject) size, in credits		Scores	
	In original language	In Lithuanian	Credit equivalent at Utena College	Other higher education institutions/institutions	Credit equivalent at Utena College	Other higher education institutions/institutions	Equivalent at Utena College
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Total			
Eil. No.	Modules (subjects) completed at a foreign or other higher education institution/institution and counted towards credit at Utena College	Counterparts at Utena College	
1.			
2.			
3.			
4.			
5.			

Eil. No.	Other modules/subjects completed at another foreign school, classified as free electives					
	Name of module (subject) other higher education institutions	Volume of credits	Rating	Credit equivalent at Utena College	Volume of credits	Rating
1.						
2.						
3.						
4.						
5.						

Dean of the Faculty

_____ (date)

_____ A.V.

(signature)

(name, surname)

Head of the
Department

_____ (date)

(signature)

(name, surname)

Academic Coordinator of Erasmus+ Programme

(signature)

(name, surname)

UTENA COLLEGE

..... **FACULTY**

CREDIT CARD FOR STUDY RESULTS

20.... - No.

Utena

Student's name:

Study programme, course:,

Study format:

STUDYING AT ANOTHER HIGHER EDUCATION INSTITUTION:

Study programme, format:,

Higher education:

The documents on which the set-off is based:

1. Diploma appendix (Annex);
2. study certificate;
3. descriptions of modules (subjects);
4. documents proving competences acquired in non-formal education.

(number)

Study period: m. m.

Modules (subjects) taken at another higher education institution and counted/not counted at Utena College:

(e.g.)

Study programme modules (subjects) of Utena College (<i>title</i>)	Number of credits	xxxxxxx study programme modules (subjects)	Number of credits	Conditions for crediting	Rating	Number of credits	Number of academic distinction credits	Notes
<i>Marketing</i>	3	<i>Marketing</i>	3	<i>Retrieved from</i>	8 (well)	3	-	-

<i>Specialist language culture</i>	4	Language culture	4	<i>Retrieved from</i>	5 (weakly)	4	-	-
<i>Business organisation</i>	4	Business fundamentals	3	<i>Illegible</i>	-	-	4	<i>Must pass a 4-credit examination in the subject</i>
Total:						7	4	<i>Pass the exam by the end of the autumn semester.</i>

Conclusions of the Head of Department:

First name, Last name You may be admitted to the ... semester of the study programme course. Credit is offered for credit(s), academic distinctions...credit(s)

Head of Department

_____ (signature)

_____ (name, surname)

20__-__-__

Final decision on the crediting of study results:

First Name Last Name is admitted to the study programme course. Total credits at credit(s), academic distinction: ... credit(s). to close the credit gap to 20...-.....

Dean of the Faculty

A.V.

_____ (signature)

(name, surname)

20__-__-__



UTENA COLLEGE

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The data is collected and stored in the Register of Legal Entities, code 111965850.

STUDY REPORT

20... .. - No.

First name(s) Last name(s), born. 19XX-XX-XX-XX, since 20....-.....-..... studying at Utena College Faculty (programme code). study programme. During this study period, he/she has studied the following modules (subjects), passed examinations and obtained the following grades:

Eil. No.	Title of subject	Credit Number	Rating	Type of assessment (examination/project work/defence)
1st year 1st semester				
1.				Exam
2.				Exam
3.				Exam
4.				Exam
5.				Defending your project work
6.				Defending your project work
7.				Defending your project work
8.				Access

Director

A.V.

First name Last name

Head of Studies/
Archivar

First name Last name

First name Last name

Annex 4

Dean of the Faculty

.....

 (first name, last name)

UTENA COLLEGE

..... **FACULTY**
 **DEPARTMENT**

MODULE (SUBJECT) DESCRIPTION

20____-____-____
 Utena

Title and code of the study programme			Type (mandatory/optional)		Type of assessment (examination/project work/defence)	Year of study
Number of contact hours			Self-employment hours.	Total hours.		Credits
Theory	Practice	Consultation				
Study results						
SR 1						
SR 2						
SR 3						
SR 4.....						
Module (subject) content (topics)						
1.						
2.						
3.						
4.						
5.						
6.						

Head of Department

20____-____-____

(signature)

(first name, last name)

UTENA COLLEGE
 **FACULTY**
 **DEPARTMENT**

INDIVIDUAL STUDY SCHEDULE

20.... -No.
 Utena

..... number of credits per semester required for a student of *study programme XX - XX*:

Eil. No.	Course, semester	Titles of modules (subjects)	Number of credits	Name of lecturer
1.	<i>Course II, Semester 3</i>	<i>Management</i>	<i>6</i>	<i>First name Last name</i>

Dean of the Faculty

_____ (signature)

_____ (first name, last name)

Prepared by:
 Head of Department