

## DESCRIPTION OF VILNIUS GEDIMINAS TECHNICAL UNIVERSITY STUDY RESULTS RECOGNITION PROCEDURE

### I. GENERAL PROVISIONS

1. Description of Vilnius Gediminas Technical University (hereinafter referred to as – Description) study results recognition shall regulate achieved learning outcomes in Lithuanian or foreign countries' higher education schools, their recognition by Vilnius Gediminas Technical University (hereinafter referred to as – University), as well as principles and documenting procedure.

2. Description has been prepared on the basis of the order approved by the Minister of Education and Science *On the Procedure for Recognition of Study Results* (Official Gazette *Valstybės Žinios*, 2003, Nr. 109-4899; Official Gazette *Valstybės Žinios*, 2006, No 78-3089).

3. Procedure shall apply to persons who have completed the studies or are still enrolled in higher education study programmes in a Lithuanian or foreign country higher education schools, and are willing to continue the studies, by recognition of their achieved learning outcomes in regards to the same or other degree awarded in the first or second cycle or integrated study programmes at the University.

4. Terms used in the description:

4.1. Coordinator – person appointed by the University rector, responsible for recognition of learning outcomes:

4.1.1. When recognising learning outcomes of Lithuanian citizens, coordinator shall be faculty's study vice-dean or faculty's *Erasmus* coordinator if the latter is vice-dean;

4.1.2. When recognising learning outcomes of foreign countries' students, coordinator shall be the Director of International Studies Centre.

4.2. Programme curator – curator of a particular study programme appointed by the University rector, evaluating compliance of learning outcomes with the desirable study programme subject requirements;

4.3. Learning outcomes recognition card – document recognising learning outcomes, wherein recognised names of subjects (in Lithuanian and English languages), scope of the subject and assessment equivalents are recorded;

4.4. Partial studies – student's study period undertaken abroad;

4.5. Bridging courses – studies of the first cycle aimed at college graduates who have completed the same profile of a study programme, having higher non-university education, professional qualification or a professional Bachelor's degree, who are willing to receive university education;

4.6. Supplementary studies – studies that encompass the subjects of the first cycle, that were not studied by the applicants in the second cycle of studies.

5. When calculating the scope of the studied subjects in credits, credit system valid for that year's programme shall be taken into consideration. When converting ECTS credits into and from the credits used in the study programmes of previous years, 1,5 coefficient shall be applied and rounded to one decimal place.

6. Several study subjects may be recognised as one subject. In such cases assessment score is calculated based on weighted average.

7. If studied subject is divided into several study programme subjects, they are all assessed with one and the same grade as the studied subject.

8. In case of recognition of a part of the studied subject, its assessment shall be carried out with the same guidelines as subject assessment.

## **II. RECOGNITION OF LEARNING OUTCOMES ACCORDING TO APPROXIMATED CONTENT OF STUDIES**

9. Learning outcomes shall be recognised in regards to approximated content of studies:
- 9.1. University students who have studied under international agreements;
  - 9.2. Admission of graduates of certain profile college programmes, included in the University's admission list, to bridging courses of;
  - 9.3. Students' who have studied under agreements on the basis of which diplomas of several high schools are awarded;
  - 9.4. Other instances, when it is considered that content of studies has been approximated.
10. For persons listed in Article 9 of the description, study outcomes shall be recognised without restrictions if breach of requirements in regards to agreement or other document, according to which content of studies was approximated, has not been identified.
11. Content of partial studies, envisaged in execution of the international agreements, shall be approximated in regards to valid result recognition rules regarding: *Students studies', composition of internship (practice) agreement, current students', past students' who have completed an internship in a foreign higher education school which falls under Life Learning Programme (LLP)/ Erasmus programme.*
12. Theme and content of the final work prepared in another school shall be coordinated with the profile department. The final work shall be recognised only if it meets the University requirements. During the defence of the final work, if the University representative did not participate, profile department shall decide on the eligibility of the work. Student must submit the final work to the department in electronic format. Certificate on the defence of final work completed in another school shall be the ground for recognition of the final work.
13. In the case of accepting students to the bridging courses, the list of recognised subjects shall be re-examined if college or University study programmes were updated. The study programme can be comprised of no more than half of the recognized subjects' intended to be studied.
14. Person willing to have learning outcomes recognised shall submit to the coordinator the certificate of attended and accounted for subjects or diploma and diploma supplement (annex), or the copies of diploma and diploma supplement (annex), approved by the notary.
15. Study certificate must specify name of the higher education school, cycle of study, names of the studied subjects, theme of the final work, scope and assessment.
16. In the case of unattended or unaccounted for subjects of approximated study content that are not the fault of the student sent for an exchange programme, upon the students return, the terms of attending and accounting for missing study subjects shall be established free of charge.

## **III. RECOGNITION OF LEARNING OUTCOMES ACCORDING TO NON-APPROXIMATED CONTENT OF STUDIES**

17. Learning outcomes shall be recognised in regards to non-approximated content of studies:
- 17.1. For students' admission to higher study level;
  - 17.2. For past or present students of Lithuanian or foreign countries' higher education schools:
    - 17.2.1. When changing higher education school;
    - 17.2.2. When changing study programme;
    - 17.2.3. When wanting to continue studies after a break (academic leave, voluntary interruption of studies) or when repeating the course if the study programme has changed;

17.3. For unclassified students participating in international week of studies or intensive course programmes;

17.4. Other instances, when it is considered that study content has been non-approximated.

18. Person willing to have learning outcomes recognised, shall submit the following documents to the coordinator:

18.1. Application for the study programme intended to be studied;

18.2. Diploma, its supplement (annex), or copies approved by the notary, as well as descriptions of subjects if the person has acquired higher education;

18.3. Study certificate and descriptions of the subjects if the person is or was a student of higher education school but has not graduated; certificate only if a person is willing to have learning outcomes, achieved at the university, recognised.

19. Learning outcomes shall be recognised only when they are assessed in accordance with learning outcomes correspondence to formal requirements, and desired study programme subject requirements.

20. Studied subject can be recognised if its scope is of no less than two thirds of the study programme intended to be studied, envisaged in a similar subject scope, and it meets the fundamental goals and the main parts of the subject content.

21. Optional subjects, attended at the university or any other higher education school, shall be recognised without restrictions if their scope in terms of credits correspond to the ones envisaged in the study programme.

22. Subjects of the international week of studies or the intensive course programme can be recognised as optional or compulsory subjects, if they meet the requirements laid out in Article 20.

23. Final work and (or) final exam shall be not recognised.

24. Recognised non-university higher education study programmes' subjects can be of no more than half of currently studied or intended to be studied scope of the university study programme.

25. Recognition will be given to no more than 75% of the study programme scope intended to be studied. Recognised parts can include subjects of other types of study cycles, in contrast to intended programme of study, but their scope cannot exceed:

25.1. 50% of the study programme scope intended to be studied in the first cycle of studies;

25.2. 25% of the study programme scope intended to be studied in the second cycle of study or integrated studies.

26. Upon the students return to continue the studies in the same (renamed or renewed) study programme, the learning outcomes for all completed semesters shall be recognised. Coordinator may assign the students additional subjects to study if it is necessary to further quality studies. Questions, regarding the recognition of accounted for study subjects of uncompleted semesters shall be dealt with by the coordinator in accordance with this document's Articles 20-21.

27. Learning outcomes shall be recognised by the coordinator. If necessary, coordinator shall consult with the programme curator about the compliance of the subject requirements. Final decision regarding the recognition of learning outcomes shall be made by the coordinator.

#### **IV. DOCUMENTATION OF STUDY OUTCOMES**

28. Decision regarding the recognition of study results shall be recorded on learning outcomes recognition card (annex).

29. Decision in the learning outcomes recognition card shall be signed by the coordinator and programme curator, if the latter consulted the coordinator about the compliance of the subject requirements. Learning outcomes recognition card shall be stored in the student's file.

30. Coordinator shall record the recognised learning outcomes into the University's informational system.

31. Names of the recognised subjects, their scope in credits and assessment shall be recorded, instead of subjects envisaged in the study programme, on the supplement of the issued

diploma. The name of the higher education school where the subject was studied shall be specified next to the name of the recognised study subject.

## **V. FINAL PROVISIONS**

32. Person disagreeing with the decision on learning outcomes recognition has a right to file an appeal to the dean of the faculty within 10 days. Appeal shall be examined following valid Description of Vilnius Gediminas Technical University Student's Knowledge Assessment and Violations on Knowledge Assessment Procedure Appeals Interim Procedure.

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Annex of the Description of  
Vilnius Gediminas Technical University  
Study Results Recognition Procedure

**VILNIUS GEDIMINAS TECHNICAL UNIVERSITY  
LEARNING OUTCOMES RECOGNITION CARD**

\_\_\_\_\_ studying (or intending to study) \_\_\_\_\_ study cycle  
(Person's (Student's) Name and Surname) (Study Cycle)

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Name of Study Programme)

\_\_\_\_\_, attended and accounted for subjects:  
(Name of the higher education school and country name, if abroad)

Attended and accounted for subject			Subject of the university study programme		
Name of the subject (in Lithuanian and English languages)	Scope (credits, or hours)	Assessment	Name of the subject (in Lithuanian and English languages)	Scope (credits)	Assessment*
1	2	3	4	5	6

**Note.** (1), (5) and (6) column data is recorded into the university's informational system.

\_\_\_\_\_ coordinator \_\_\_\_\_  
(Faculty's Name) (Signature) (Name and Surname) (Date)

\_\_\_\_\_ programme curator \_\_\_\_\_  
(Faculty's Name) (Signature) (Name and Surname) (Date)

When recognising the subject, if assessment required a transfer to another scale, it is necessary to specify what equivalents were used:

Subject assessment scale used by other higher education school	University's ten-points subject assessment scale