

APPROVED BY
Resolution No. SV1-02 of the 18 January
2018 meeting of the Academic Council
of the Klaipėda State University of Applied
Sciences

DESCRIPTION OF THE STUDY RESULT RECOGNITION PROCEDURE OF THE KLAIPĖDA STATE UNIVERSITY OF APPLIED SCIENCES

CHAPTER I GENERAL PROVISIONS

1. The Study Result Recognition Procedure was prepared in accordance with the Law on Higher Education and Research of the Republic of Lithuania, the Study Result Recognition Procedure approved by Order No. ĮSAK-1603 of 12 November 2003 of the Minister of Education and Science of the Republic of Lithuania, and Order No. V-277 “Description of the Procedure, Applicable to Persons Wishing to Continue their University Studies, for the Recognition of Competences Attained through Formal Education as Part of a Study Programme” of 24 April 2017 of the Minister of Education and Science of the Republic of Lithuania.

2. The Study Result Recognition Procedure (hereinafter – Recognition Procedure) shall establish the principles and formalisation procedure of the recognition, at the Klaipėda State University of Applied Sciences (hereinafter – University), of study results achieved by persons at Lithuanian or foreign universities, as well as of competences attained through formal education.

3. The Recognition Procedure shall apply to the following persons:

3.1. persons who have completed, have studied, or are currently studying pursuant to university study programmes in Lithuanian or foreign universities and wishing to continue their studies, recognising their attained study results in accordance with the same or different college-level study programmes at the University;

3.2. persons who have attained or have been recognised to have no less than level four qualifications pursuant to the Description of the Lithuanian Qualifications Framework approved by Resolution No. 535 “On the Approval of the Description of the Qualifications Framework” of 4 May 2010 of the Government of the Republic of Lithuania, and have been admitted to the University. The recognition of competences shall be carried out pursuant to a procedure established by the University.

4. Terms used in the Recognition Procedure:

university shall mean a legal entity registered in the Republic of Lithuania whose main area of operation is the organisation and provision of studies and higher education qualifications, the performance of fundamental and/or applied research, experimental development and/or artistic activities, the application of research and experimental development results, the accumulation of scientific knowledge, the development of creative activities and culture, and upholding the values and traditions of the academic community;

partial studies shall mean a student’s studying pursuant to a part of a study programme which provides knowledge and skills evaluated and attested by a certificate issued by a university.

partial study agreement shall mean an agreement signed by the director of the University and the director of a foreign university – the sending and host universities, respectively – or the persons authorised thereby, and a student being sent for partial studies, which establishes the host

party's obligation to provide the student with the conditions necessary for studying, specifies the requirements applicable thereto, and sets the financial and other relations of the parties; if the student is being sent for partial studies pursuant to European Union programmes, it is recommended to draw up the partial study agreement in accordance with the ECTS (European Credit Transfer System) requirements;

course unit description shall mean a document which specifies the name of the respective course unit (hereinafter – course unit), as well as the scope, objectives, short content summary, study forms (classroom work, internship, self-study) and accounting form (pass/fail or grade) thereof.

course unit-related requirements shall mean the requirements, set by a university, for the objectives, content, and scope of each course unit;

formal education shall mean state-regulated and -controlled education, learning, and studies which, upon completion, award a state-recognised diploma or certificate;

vocational training shall mean training with the view of providing persons with a profession or an opportunity for retraining. Vocational training shall consist of the following:

1) core vocational training which constitutes an integral part of the education system, designed to provide persons lacking professional education with the opportunity to attain a vocation in accordance with the conditions established in the Registry of Studies and Programmes;

2) labour market vocational training which, pursuant to the conditions established in the State Registry of Programmes, provides persons with the opportunity to attain professional qualifications necessary for adapting to the needs of the labour market.

competence shall mean the capacity to perform a certain activity on the basis of attained knowledge, capabilities, skills, and values;

programme curator shall mean the head of a department responsible for assessing the compliance of study results with the course unit-related requirements of the desired study programme;

study certificate (certificate) shall mean a document issued to persons to attest their study results;

study programme type shall mean a parameter used for the classification of study programmes by study objective, level of difficulty, scope, and awarded qualifications;

study result recognition card shall mean a document issued to persons to attest the recognition of their study results, specifying the names of recognised course units, as well as their translations into the Lithuanian language, and the course unit scope and evaluation equivalents;

type of studies shall mean a parameter used for the classification of study programme types by the purpose of studies and the place of the awarded qualifications in the national qualifications framework (university and college level studies);

foreign university shall mean a university of a foreign country.

CHAPTER II

RECOGNITION OF STUDY RESULTS PURSUANT TO COORDINATED STUDY CONTENTS

5. The study results of persons who have studied at a Lithuanian or foreign university pursuant to a partial study agreement, an agreement drawn up between the University and a foreign university, or following the coordination of study contents by other legitimate means, shall be

recognised without restrictions, provided that no violations were identified with regards to the requirements specified in the respective agreement or other document by which the study contents have been coordinated.

6. Persons wishing to have their study results recognised shall furnish the University with a certificate attesting the course units he/she had completed and accounted for.

7. In case, pursuant to coordinated study contents, any course units are found to be incomplete and unaccounted for due to no fault of the person sent to another university, said person shall have the right to complete and account for the missing scope of the respective course units free of charge upon return to resume his/her studies.

8. The values of evaluations based on the scoring established in the European Credit Transfer System, the equivalent percentage-based level of attained of the course unit study achievements, the approximate equivalence of national grades, and the passing threshold shall be specified in accordance to Table 1:

Table 1

Equivalence between the grading established in the European Credit Transfer System, and national grades

ECTS grade	Percentage-based level of achievement of the study results of a course unit	National grade	Description	Passing threshold
A	100-96	10	Excellent, exceptional knowledge and skills	Pass
B	95-86	9	Strong, good knowledge and skills	
C	85-76	8	Above average knowledge and skills	
D	75-66	7	Average knowledge and skills, some minor errors	
E	65-61	6	Below average knowledge and skills (capacities), some errors	
E	60-46	5	Knowledge and skills (capacities) meet the minimum requirements	
FX	45-36	4	Minimum requirements not met	Fail
FX	35-26	3	Minimum requirements not met	
F	25-16	2	Minimum requirements not met	
F	15-0	1	Minimum requirements not met	

9. In case where the competences attained by a person are recognised in accordance with an agreement drawn up between the University and the provider of vocational training which coordinates the contents of the respective vocational training programme and the study programme, the person wishing that his/her competences attained by way of formal education be recognised as part of a study programme shall furnish the administrator of the faculty studies with the following:

9.1. a request to recognise his/her attained competences;

9.2. a vocational training diploma or qualification certificate and the annexes thereto (if any) which attest that the person has attained no less than level four qualifications;

9.3. description of the vocational training programme or course unit (module), or specify the website where such is available in the request.

10. Upon assessing the competences attained by the person, the head of the department shall recognise them as a course unit (module) pursuant to the agreement drawn up between the University and the provider of vocational training.

CHAPTER III

RECOGNITION OF STUDY RESULTS PURSUANT TO UNCOORDINATED STUDY CONTENTS

11. The study results of persons who have studied, or are currently studying, at the same or another university, including foreign universities, pursuant to uncoordinated study contents shall be recognised in accordance with the Recognition Procedure, following an assessment of the formal study result requirements and the compliance thereof with the course unit-related requirements of the desired study programme.

12. Terms for the submission of documents necessary for the recognition of study results shall be as follows:

12.1. for University students – within the first two weeks of the semester;

12.2. for persons wishing to continue their studies at the University pursuant to the same or other study programmes – during the semester.

13. The administrator of faculty studies shall be furnished with the following documents:

13.1. a request specifying the study programme pursuant to which the student intends to study or is currently studying;

13.2. documents regarding study results:

13.2.1. a diploma, an annex (supplement) thereof, and descriptions of the relevant course units, provided the person has a higher education degree;

13.2.2. a certificate (study certificate) and descriptions of the relevant course units, provided the person is a student at a university, including foreign universities, or had studied, but did not graduate;

13.2.3. in case the person is seeking recognition of his/her study results at the University where he/she is currently studying, or had studied, but did not graduate, the submission of course unit descriptions shall not be necessary.

14. The head of the department, having regard to the legislation of the Republic of Lithuania, shall assess the formal study requirements:

14.1. the status of the university or the foreign university. If necessary, the head of the department may apply to other institutions to obtain the required information on the relevant university;

14.2. in accordance with the documents submitted by the person – type of studies, study programme type, study form, etc.

15. In cases where the contents of the respective vocational training programme and the study programme have not been coordinated, the person wishing to have his/her attained competences recognised as part of a study programme shall furnish the University with the following:

15.1. a request to recognise his/her attained competences;

15.2. a vocational training diploma or qualification certificate and the annexes thereto (if any) which attest that the person has attained no less than level four qualifications;

15.3. a description of the vocational training programme, or specify the website where such is available in the request;

15.4. a decision of the Ministry of Education and Science regarding the recognition, and compliance with the Lithuanian Qualifications Framework, of the person's qualifications attained pursuant to educational programmes of foreign countries and/or international organisations.

16. The head of the department, having regard to the annex (supplement) of the diploma or certificate (study certificate) and descriptions of the relevant course units, shall assess the compliance of the study results with the course unit-related requirements of the study programme pursuant to which the person wishes to study or is currently studying:

16.1. the studied course unit shall be recognised if the scope thereof constitutes no less than two-thirds of the scope of the course unit specified in the study programme pursuant to which the person wishes to study or is currently studying, and if it is compliant with the core objectives and the main parts of the course unit contents;

16.2. optional course units shall be recognised without restrictions;

16.3. final theses and/or final examinations shall not be recognised;

16.4. no more than 75 per cent of the scope of the desired study programme shall be eligible for recognition; the recognised part may contain course units of other (lower) study cycles or types of study (educational) programmes, as compared to the desired study programme, but the scope thereof shall not exceed 50 per cent of the scope of the desired core study programme.

17. If the person has previously completed a vocational training programme, the head of the department shall assess and determine the following:

17.1. the level of the attained qualifications pursuant to the Lithuanian Qualifications Framework (if necessary, the head of the department may also apply to other public authorities to obtain additional information);

17.2. which competences are eligible for recognition as parts of the studied programme and/or, upon assessing the person's attained competences, recognise them as a study module (course unit), provided they are fundamentally compliant with the study results and objectives of a similar module (course unit) specified in the studied programme.

18. If the requirements of the studied or desired study programme are met, the head of the department may:

18.1. recognise several studied course units as a single course unit;

18.2. recognise a single studied course unit in place of several;

18.3. recognise a part of the studied course unit, provided the scope thereof is no less than 2 credits.

19. The head of the department shall adopt the final decision regarding the recognition of study results within one month following receipt of all the documents specified in Clauses 11 or 14 of the present Procedure.

CHAPTER IV FORMALISATION OF STUDY RESULTS

20. Decisions regarding the recognition of study results shall be formalised by issuing a study result recognition card (Annex No. 1, or Annex No. 2 in the case of persons who have graduated from vocational training schools).

21. Persons issued with study result recognition cards shall be required to pay a fee established by the University.

22. Study result recognition cards shall be approved by the faculty dean. Study result recognition cards shall be registered and stored pursuant to the procedure established by the University.

23. Following the assessment of the recognition of study results:

23.1. students studying in non-state-funded study places may be advanced to the subsequent course (semester) after signing an annex to the study agreement drawn up in the form established by the University;

23.2. students shall be exempted from attending lectures on course units which have already been recognised;

23.3. students studying in non-state-funded study places may have their study prices recalculated and approved by order of the University director.

24. Entries on the recognition of study results shall be prepared up in accordance with the Procedure for the Preparation, Production, Accounting, Registration and Issue of the Mandatory Forms of Diplomas, Diploma Supplements and Study Certificates established by the Minister of Education and Science.

CHAPTER V FINAL PROVISIONS

25. In case a person does not agree with the decision regarding the recognition of study results, he/she shall have the right to make an appeal to the University director within 10 days. All appeals shall be examined pursuant to the University's Provisions on the Submission and Examination of Appeals.

26. Persons disagreeing with the decision regarding the assessment of formal requirements shall have the right to make an appeal regarding said decision pursuant to the procedure established in the legislation of the Republic of Lithuania.

27. The Recognition Procedure shall be approved by the University's Academic Council.

APPROVED BY
Dean

(Signature)

(Full name)

(Date)

**DESCRIPTION OF THE STUDY RESULT RECOGNITION PROCEDURE
OF THE KLAIPĖDA STATE UNIVERSITY OF APPLIED SCIENCES**

(Date)

Full name of the student:	
Date of birth:	
Study programme and group:	
Study form:	

STUDIENS AT THE SAME/ANOTHER UNIVERSITY (pursuant to another study programme):

Study programme and form:	
University*:	
Documents constituting the basis for recognition:	
Period of studies:	

Course units completed at another university to be recognised by the Klaipėda State University of Applied Sciences:

Seq. No.	Name of the course unit		Scope of the course unit		Conditions of recognition (recognised, partly recognised, unrecognised)	Number of recognised credits	Course unit evaluation		Notes
	Name of the course unit at another university or in another study programme (in the Lithuanian/English languages)	Name of the course unit at KVK (in the Lithuanian/English languages)	In the credits of another university (another study programme)	KVK credits			Evaluation of another university (another study programme)	KVK credits	

	X course, X semester								
1.									
2.									
3.									
...									
			Total:						
	Y course, Y semester								
9.									
10.									
11.									
12.									
...									
			Total:						
	Etc.								
17.									
18.									
...									
			Total:						

* If course units are recognised from several different universities, specify the abbreviation of the relevant university next to the course unit.

Head of the department

_____ (Full name)

_____ (Signature)

_____ (Date)

Notes*

* If the student agrees with the recognition of study results without any changes, specify “none” in the notes field. If the student disagrees with the recognition of certain study results, specify the course units which shall not be recognised in the notes field.

Agree

_____ (Full name of the student)

_____ (Signature)

_____ (Date)

Important: Duly filled out, signed and registered study result recognition card shall be immediately returned to the administrator of faculty studies. The administrator of faculty studies shall transfer the original copy of the study result recognition card to an authorised employee of the Study and Career Centre for archiving purposes.

APPROVED BY
Dean

(Signature)

(Full name)

(Date)

**DESCRIPTION OF THE STUDY RESULT RECOGNITION PROCEDURE
OF THE KLAIPĖDA STATE UNIVERSITY OF APPLIED SCIENCES**

(date)

Full name of the student:	
Date of birth:	
Study programme and group:	
Study form:	

TRAINING RECEIVED AT A VOCATIONAL TRAINING SCHOOL:

Training programme:	
Vocational training school:	
Documents constituting the basis for recognition:	
Period of training:	

Course units completed at the vocational training school to be recognised by the Klaipėda State University of Applied Sciences:

Seq No.	Name of the course unit		Scope of the course unit		Conditions of recognition (recognised, partly)	Number of recognised credits	Course unit evaluation		Notes
	Name of the course unit at the vocational training school (in the Lithuanian/English)	Name of the course unit at the University	Scope of the course unit at the vocational	Number of credits of the			Evaluation of the course unit at the vocational training	Equivalent at the University	

	languages)	(in the Lithuanian/English languages)	training school, in hours	equivalent course unit at the University	recognised, unrecognised)		school		
	X course, X semester								
1.									
2.									
3.									
...									
		Total:							
	Y course, Y semester								
9.									
10.									
11.									
...									
		Total:							
	Etc.								
17.									
18.									
19.									
...									
		Total:							

Head of the department

_____ (Full name)

_____ (Signature)

_____ (date)

Notes

* If the student agrees with the recognition of study results without any changes, specify "none" in the notes field. If the student disagrees with the recognition of certain study results, specify the course units which shall not be recognised in the notes field.

Agree

_____ (Full name of the student)

_____ (Signature)

_____ (date)

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