

APPROVED  
the Director of Klaipėda State University of  
Applied Sciences  
by order of 22 November 2021  
No. V1-114

**KLAIPĖDA STATE UNIVERSITY OF APPLIED SCIENCES  
PROCEDURE FOR THE PREPARATION AND ISSUANCE OF ACADEMIC  
CERTIFICATES**

**SECTION I  
GENERAL**

1. The Procedure for the Preparation and Issuance of Academic Certificates of Klaipėda State University of Applied Sciences (hereinafter referred to as the Procedure) defines the terms used in the Procedure, establishes the requirements for the preparation, issuance and record-keeping of academic certificates.

2. The procedure has been prepared in accordance with the legal acts of the Republic of Lithuania, KSUAS's Study Regulations, the Procedure for Crediting of Partial Learning Outcomes and other regulations of KSUAS governing the organisation and delivery of studies.

3. Key terms:

3.1. **Academic Certificate** means a certificate of completed courses of study, which includes all the names of the courses/modules taken by the Student at KSUAS, the volume of each course in credits (ECTS), the cumulative grade, the graduation category of the course, and other general information about the Student's/Sit-in Student's time of study at KSUAS.

3.2. **ECTS** means the European Credit Transfer System, i.e. A credit transfer system related to academic mobility that allows the assessment, comparison and recognition of learning outcomes in another HE institution.

3.3. **Examination** means a test of a Student's knowledge, understanding and skills that he/she has acquired in a particular course/module or part thereof. The examination can take many forms.

3.4. **Cumulative Assessment** means a system for assessing the learning achievements, consisting of mid-term reports, independent work and an examination or a project.

3.5. **Course** means a relatively independent part of a study programme, designed to achieve specific study programme objectives and learning outcomes, with its own subject of study, content and methods based on scientific knowledge.

4. Academic certificates can be issued in Lithuanian and English.

5. Academic certificates shall be drawn up in accordance with the prescribed form (Annex 1, 2, 3).

**SECTION II  
PREPARING AND ISSUING ACADEMIC CERTIFICATES**

6. Academic certificates are prepared at the Centre for Studies and Careers of KSUAS.

7. The academic record is generated using study management information system (hereinafter referred to as EDINA) for persons who have studied at KSUAS since 2014.

8. For persons who studied at KSUAS before 2014, KSUAS Archives issue Archival Certificates.

9. Students studying at KSUAS at the time of the request may apply for an Academic Certificate as follows:

9.1. order an Academic Certificate by completing the prescribed request form <https://moodle.kvk.lt/> (For Students - Certificates and Applications - Certificates of Completion (Academic Certificate));

9.2. The Academic Certificate (Annex 1 or 3) is issued within 5 days of receipt of the request;

9.3. after the Academic Certificate has been prepared, a specialist from the Centre for Studies and Careers shall inform the Student by email or phone about the preparation of the certificate;

9.4. The Academic Certificate, according to the method selected by the Student in the Academic Certificate Request Form, shall be given to the faculty or sent at the Student's email address as a scanned copy, or is issued to the Student upon arrival at the Centre for Studies and Careers.

9.5. Upon the Student's arrival at the Centre for Studies and Careers to collect the Academic Certificate, the Academic Certificate shall be issued upon presentation of a personal identification document.

9.6. The Academic Certificate shall be issued free of charge to Students.

10. Persons who have discontinued/completed their studies at KSUAS may apply for an Academic Certificate in accordance as follows:

10.1. Order the Academic Certificate by completing the prescribed request form at [www.kvk.lt](http://www.kvk.lt) (Contacts - Administration - Centre for Studies and Careers - Certificates of Completion (Academic Certificate));

10.2. A person who has discontinued/terminated his/her studies and applies for an Academic Certificate within 30 calendar days of the date on which the circumstances of the discontinuation/termination occurred, shall be issued the Academic Certificate (Annex 2 or 3) within 5 days free of charge;

10.3. A person who has discontinued/completed his studies and applies for an Academic Certificate more than 30 calendar days after the date of the circumstances of discontinuation/completion shall pay a fee in the amount set by KSUAS. The amount of the fee and the payment details shall be communicated to the person by the email address provided in the request form;

10.4. The Academic Certificate (Annex 2 or 3) shall be issued within 5 days of the receipt of the payment for the Academic Certificate. The fee for an uncollected Academic Certificate is non-refundable. The retention period for the Academic Certificate is set out in Item 12 of the Procedure.

10.5. Once the Academic Certificate has been prepared, a specialist from the Centre for Studies and Careers informs the person by email or phone about the preparation of the certificate;

10.6. The Academic Certificate shall be issued to the person upon presentation of an identity document at the Centre for Studies and Careers. The person receiving the certificate shall sign in the Academic Certificate Issuance Register (Annex 4).

10.7. The person may authorise another person to collect the Academic Certificate. The authorised person must have a power of attorney in writing, certified by a notary public, or a power of attorney registered with the State Enterprise Centre of Registers. The person collecting the Academic Certificate must provide proof of identity.

10.8. The academic certificate may be sent to the person by registered mail in Lithuania or abroad upon payment of the registered mail fee in the amount set by KSUAS and providing proof of payment and the details required for sending the mail.

### **SECTION III ACCOUNTING FOR ACADEMIC CERTIFICATES**

11. Academic Certificates shall be registered in KSUAS's Document Management System, in accordance with the procedures established in the Documentation Plan.

12. Uncollected Academic Certificates shall be stored at the Centre for Studies and Careers for one calendar year, after which they shall be destroyed in accordance with the procedure established by the legal acts of the Republic of Lithuania.

### **SECTION IV FINAL PROVISIONS**

13. The Procedure and any amendments thereto shall be approved by order of the Director of KSUAS, in agreement with the Head of the Chancellery.

14. It shall enter into force on 01 January 2022.

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Public Institution, Jaunystės str. 1, LT-91274 Klaipėda, Lithuania  
Data is collected and stored in the Register of Legal Entities, code 111968056  
Contacts of Study and Career Center: Jaunystės g. 2 LT-91274 Klaipėda, phone (8 46) 420 074,  
email studijos.karjera@kvk.lt, http://www.kvk.lt

### ACADEMIC CERTIFICATE

It is noted that **First name Last name, 0000000000**, is a student in Klaipėda State University of Applied Sciences, X faculty, X study program, study form – full time, from XXXX-XX-XX.

During the period of studies, the student listened to the following courses and received grades as:

No.	Title of the Course	Scope of the course in credits (ECTS)	Cumulative assessment	Evaluation of the subject
<i>1 year, 01 semester</i>				
<i>1 year, 02 semester</i>				

Head of Study and Career Department

First name Last name

Issued XX/XX/XXXX

Registration No. SKC12-XX



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## ACADEMIC CERTIFICATE

It is noted that **First Name Last Name, 00000000000**, is a student in Klaipėda State University of Applied Sciences, X faculty, X study program, study form – full time, from XXXX-XX-XX.

During the period of studies, the student listened to the following courses and received grades as:

No.	Title of the Course	Scope of the course in credits (ECTS)	Cumulative assessment	Evaluation of the subject
<i>1 year, 01 semester</i>				
<i>1 year, 02 semester</i>				

Reasons for stopping studies:      Reason

Order No.:      SKC1-XX      Date of the order:      XX/XX/XXXX

Head of Study and Career Department

First name Last name

Issued XX/XX/XXXX

Registration No. SKC12-XX



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## ACADEMIC CERTIFICATE

It is confirmed that **First Name Last Name, 00000000000**, is a student in Klaipėda State University of Applied Sciences, X faculty, X study program, study form – full time, from XXXX-XX-XX.

During the period of studies, the student listened to the following courses and received grades as:

No.	Title of the Course	Scope of the course in credits (ECTS)	Cumulative assessment	Evaluation of the subject
<i>1 year, 01 semester</i>				
1.				
2.				
<i>1 year, 02 semester</i>				
1.				

Head of Study and Career Department

First name Last name

Issued XXXX-XX-XX

Registration No. SKC12-XX

**JOURNAL OF ACADEMIC CERTIFICATES OF 20XX**

<b>No.</b>	<b>First name Last name</b>	<b>Personal code</b>	<b>Date of issue</b>	<b>Academic certificate No.</b>	<b>Signature</b>

\*The journal shall be kept for 3 years at the Centre for Studies and Careers and then destroyed in accordance with the procedure established by the legal acts of the Republic of Lithuania.