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Technical University
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Gediminas Technical University)

The Description of Procedures for Recognition of Achieved Learning Outcomes at Vilnius Gediminas Technical University

Chapter 1. General Provisions

1. The description of procedures (hereinafter – Description) for recognition of achieved learning outcomes (hereinafter – ECTS) establishes the principles and approval of the recognition of achieved learning outcomes attained in Lithuanian or foreign higher education institutions at Vilnius Gediminas Technical University (hereinafter – the University).

2. The description has been prepared as stated in the Law on Education and Research of the Republic of Lithuania, description of procedures for recognition of achieved learning outcomes approved by the Minister of Education and Science of the Republic of Lithuania and Study Regulations of the University.

3. The description applies to the graduates, former and current students of Lithuanian or foreign higher education institutions conforming to higher education study programmes, to those pursuing studies, including their ECTS credits given in agreement to the same or other accepted first and second-cycle or integrated study programmes at the University and to the trainees at foreign companies.

4. The concepts used in the description.

4.1. **Partial studies** cover a part of the student or listener's study programme providing knowledge and skills assessed and confirmed by a certificate.

4.2. **Bridging courses** are first-cycle studies for universities of applied sciences graduates who have completed the study programmes of the relevant profile, acquired higher non-university education, obtained a professional bachelor's degree and pursue university education.

4.3. **A coordinator** is a person appointed by the Rector of the University and responsible for the ECTS and occupying the ranks of the Vice-Dean of the Faculty, the Director of the Centre for International Studies or the Coordinator of the International Relations of the Faculty.

4.4. **An exchange programme** is an agreement between the representatives of institutions from different countries to visit each other's institution in order to strengthen links, participate in the studying process, get engaged in traineeships, improve foreign language skills or pursue other mutually beneficial goals.

4.5. **Exchange students** are University students going abroad to study or do traineeships under exchange programmes.

4.6. **A learning agreement for a mobility period** is a document formalizing the agreement between the student, his/her higher education institution and the host higher education institution on the study plan during the mobility/international term.

4.7. **A traineeship agreement for a mobility period** is a document formalizing the agreement between the student, the home higher education institution and the host company / organization on the traineeship period, the number of working hours, the nature of work and assignments to be completed.

4.8. **A traineeship tutor** is a teaching staff member appointed by the Head of the Department to supervise student traineeships carried out in line to the study programme.

4.9. **Studies pursuant to the asynchronous curriculum** are the studies of the former or current student at the same or other national or foreign higher education institution conforming to the asynchronous study curriculum the course units (modules) of which have not been agreed in advance.

4.10. **Studies pursuant to the synchronous curriculum** are a) the studies of the former student at the other national or a foreign higher education institution conforming to the agreement signed between the University and the foreign higher education institution or the other legally negotiated learning agreement pre-defining course units (modules); b) the studies of the student who has completed the college programme conforming to university bridging courses and included in the admission list of the University.

4.11. **A Card for Recognition of Achieved Learning Outcomes** is a document validating learning outcomes and keeping records on the course units that are given credits (in Lithuanian and English) and on equivalents to the volume and assessment of the course unit.

4.12. **The Weighted Average Mark (WAM)** is the average of learning outcomes calculated by dividing the sum of the products of the number of the assessed course unit credits and obtained assessments by the sum of the credits of the assessed course units.

5. Provided that requirements for the course unit of the study programme being studied or requested are met:

5.1. Multiple course units taken may be given a credit as a single course unit. In that case, assessment is made on the WAM basis.

5.2. The taken course unit is divided into several course units of the study programme. The course units are given the same grade as the taken course unit.

5.3. Only the part of the taken course unit the assessment of which is in consonance to the assessment of the complete course unit may be given a credit.

Chapter 2. Recognition of Achieved Learning Outcomes according to the Synchronous Curriculum

6. Achieved Learning Outcomes are recognized pursuant to the synchronous curriculum:

6.1. for University students involved in exchange agreements;

6.2. for the graduates from the university of applied sciences programmes of an appropriate profile included in the University admission list by accepting to bridging courses;

6.3. for the students who have studied under contracts based on which the diplomas from several higher education institutions are awarded;

6.4. in the cases when the synchronous curriculum has been considered.

7. For those listed in Paragraph 6 of the Description, achieved learning outcomes are recognized without restrictions, provided that a learning agreement for the mobility period has not been violated or no violations of requirements for the other document used for the synchronous curriculum have been reported in terms of the course units covered.

Partial Studies or the Traineeship Abroad

8. The student, upon the completion of partial studies abroad, provides the International Relations Office (hereinafter – IRO) and Coordinator of the University with:

8.1. the certified Transcript of Records (in a digital format or a paper copy thereof) the original of which shall be submitted to the Coordinator and the copy of the document – to the IRO;

8.2. a certificate (original or digital document) issued by a foreign higher education institution about the period of study abroad, the original of which shall be submitted to the IRO and the copy of the document – to the Coordinator.

9. On the condition that there is a delay in sending the certificate and / or Transcript of Records issued by the higher education institution, the deadlines for recognition may be extended, but no longer than until the beginning of the next session (except for the final year students).

10. On the condition that there is a delay in sending the final year student certificate issued by the higher education institution, the defence of the final thesis may be postponed until the end of the academic year.

11. Following the traineeship abroad, the student provides the IRO with original or digital documents and the traineeship tutor of the University with the copies of the documents, including:

11.1. the confirmed assessment of the traineeship abroad;

11.2. a certificate issued by a foreign company or organization on the period of the traineeship

abroad.

12. The coordinator or another person appointed by the Dean to upload the results, upon the receipt of the Transcript of Records, submits positively assessed course units validated in the study agreement or in an amendment to the study agreement and upload marks to the University information system.

13. The assessments of the learning outcomes of exchange students are not transferred to the assessment system used by the University. Learning outcomes are validated by indicating the number of ECTS credits earned, the original title of the course unit and original assessment. Provided that the student has gone abroad for partial studies throughout the academic year, upon the student's request, achieved learning outcomes attained during partial studies may be transferred to the assessment system used at the University.

14. Provided that the volume of learning outcomes is assessed in the other than the ECTS system, the earned credits are transferred into the ECTS system.

15. The traineeship tutor validates the traineeship abroad in line to the traineeship assessment report and uploads the assessment to the University information system.

16. Provided that the student, pursuant to a learning agreement for a mobility period, has gone to a foreign higher education institution to prepare the final thesis:

16.1. The topic and content of the final thesis shall be agreed with the supervisor of the thesis and the Head of the Department.

16.2. Only the final thesis meeting the requirements established by the University is submitted.

16.3. A certificate (original document) of defending the final thesis at the other higher education institution is accepted as a basis for earning a credit.

16.4. Provided that the final thesis has been prepared but not defended, the student, no later than 14 days following the completion of preparing the final thesis at a foreign higher education institution, shall submit an official certificate issued by the foreign higher education institution to the Dean, indicate the period of preparing the final thesis at the foreign higher education institution and give a description of preparing the final thesis. The student shall defend the final thesis prepared at the foreign higher education institution as reported by the University procedure for preparing and defending final theses. The final thesis is not translated into Lithuanian language on the condition it is written in English, German or French and has been agreed in the learning agreement for the mobility period.

16.5. Provided that the final thesis has been prepared and defended in the presence of a representative of the University at a foreign higher education institution, the student, no later than 14 days following the defence of the final thesis at the foreign higher education institution, shall submit an official document issued by the foreign higher education institution to the Dean and inform about the defence and assessment of the final thesis. In this case, the defence and assessment of the final thesis are given credits, and the second attempt to defend the final thesis at the University is not required.

16.6. Provided that the final thesis has been prepared and defended in the absence of a representative of the University at a foreign higher education institution, the Dean of the Faculty decides on additional actions the University student shall perform.

16.7. The assessment of the final thesis is converted to the ten-point academic performance rating scale used by the University.

17. Provided that an exchange student leaves to study in line to the pre-agreed study plan identifying the number of ECTS credits is less than 30, an amendment to the contract shall pre-specify all methods the student may apply to be given credits for the missing course units.

18. Provided that an exchange student has earned a smaller volume of credits (less than 30) for the taken and accepted course units from a foreign higher education institution, upon student return to the University, the student is imposed conditions on earning credits for the missing course units within the next two terms for free.

19. Provided that a student has failed to eliminate differences during the following two terms, the student shall take and earn credits for the required course units in line to the procedures for assessing student achievements and earning credits at the University and pay a price for studying the required course unit in proportion to the volume of the course unit.

20. Provided that an exchange student has earned a higher volume of credits (exceeding 30) for the taken and accepted course units from a foreign higher education institution, and that some of

the taken and accepted course units do not correspond to the learning agreement for a mobility period, the coordinator examines the content of the taken and accepted course units and decides on the course units to be validated.

21. Exchange students retain the status of study given prior to their mobility and are involved in rotation with no inclusion of recognized achieved learning outcomes of partial studies.

Bridging Courses at the University

22. For admitting the graduates from the universities of applied sciences programmes of an appropriate profile included in the University admission list by accepting to bridging courses, recognized course units may not exceed half of the volume of the study programme to be enrolled. The list of recognized course units shall be re-examined on the condition that the study programmes of universities of applied sciences or the University have been updated.

23. For the recognition of achieved learning outcomes, the student provides the coordinator with:

- 23.1. the certificate of study in the taken and accepted course units;
- 23.2. or a diploma and diploma supplement;
- 23.3. or the notarized copies of the diploma and diploma supplement.

24. The certificate of study shall include the name of a higher education institution, cycle degree, the name, volume and assessments of the course units covered.

Chapter 3. Recognition of Achieved Learning Outcomes according to the Asynchronous Curriculum

25. Achieved Learning Outcomes are recognized pursuant to the asynchronous curriculum

25.1. for entrants to the later year of study;

25.2. for the former and current students of Lithuanian or foreign higher education institutions:

25.2.1. provided that they change a higher education institution;

25.2.2. provided that they change the study programme;

25.2.3. provided that they proceed with studies after a break (academic leave, voluntary interruption of study), repeat the course or on the condition that the study programme has been changed;

25.3. for the listeners of international study weeks, intensive programmes or summer schools;

25.4. in other cases when the curriculum is considered as asynchronous.

26. For the recognition of achieved learning outcomes, the student provides the coordinator with:

26.1. an application indicating the programme to be studied;

26.2. a diploma, diploma supplement or the notarized copies of the diploma and diploma supplement and the descriptions of course units on the condition that the student has acquired higher education;

26.3. a certificate of study and the descriptions of course units on the condition that the entrant is a current student or has been a former student that has not completed studies at a higher education institution;

26.4. a certificate of the academic performance rating scale and/or the percentage distribution of assessments used in the other than the home higher education institution on the condition that the required information is not provided in the diploma supplement or the academic certificate;

26.5. only a certificate of study on the condition that the student requests ECTS credits earned at the University.

27. Achieved learning outcomes are recognized after assessing the compliance of the learning outcomes achieved by the person with the requirements of the study programme or its part. Recognition of achieved learning outcomes is performed according to the following general criteria:

27.1. No restrictions are imposed upon optional course units selected by the student;

27.2. The course units covered during the international study week, intensive programme or summer school may be recognized as optional or compulsory course units on the condition that they meet requirements specified in Paragraph 29;

27.3. The final thesis and (or) the final exam are not recognized;

27.4. A maximum of 75% of the programme of the same cycle may be recognized;

27.5. The recognized part may include the course units of the other type higher education institution according to the principles of accumulation of credits of the higher education institution, but the volume of the course units may not exceed:

27.5.1. No more than 75% of the volume of the first-cycle study programme to be studied;

27.5.2. No more than 25% of the volume of the second-cycle programme to be studied;

27.5.3. No more than 40% of integrated studies intended to cover.

28. Achievement assessments shall be uploaded to the University information system as stated in the academic performance rating scale provided in Annex 3.

29. The studied course unit may be recognized on the condition that its volume makes at least the two thirds of the volume of a similar course unit envisaged in the requested programme to be studied and corresponds to the essential expected learning outcomes of the course unit.

30. The students, upon their return to proceed with the same study programme:

30.1. Are recognized for the learning outcomes of all completed terms. The coordinator may appoint the students to study supplementary course units on the condition this is required for further quality studies. Supplementary course units included in the changed study programme of the University may be studied by the student free of charge. It is obligatory to study the supplementary course units forming the necessary part of the field of study. The decision on the remaining unstudied subjects is made by the coordinator.

30.2. The issues of recognition of course units for studies accepted in the semester of the incomplete terms are solved by the coordinator as stated in Paragraphs 29–32 of this document.

31. Achieved learning outcomes are recognized by the coordinator. When appropriate, the coordinator confer with the Chairman of the Study Programme Committee on compliance with the requirements for the course unit. The final decision on ECTS credits is made by the coordinator.

Chapter 4. Processing of recognition achieved learning outcomes

32. The coordinator uploads recognized achieved learning outcomes to the University information system. Evidence of recognition of achieved learning outcomes is signed by the coordinator and stored in the student's personal file. Evidence may cover:

32.1. a learning agreement or an amendment to the learning agreement for exchange students along with the Transcript of Records and a certificate providing information on the period of study abroad and issued by a foreign higher education institution;

32.2. a Card for Recognition of Achieved Learning Outcomes signed by the coordinator and the Chairman of the Study Programme Committee (in the case the coordinator conferred with the Chairman on compliance with requirements for the course unit). The achieved learning outcomes attained through the synchronous curriculum for exchange students may be recognized using the Card for Recognition of Achieved Learning Outcomes in line with the synchronous curriculum (Supplement 1), and the achieved learning outcomes attained through the synchronous curriculum for the other than exchange students and the achieved learning outcomes attained through the asynchronous curriculum may be accepted using the using the Card for Recognition of Achieved Learning Outcomes (Supplement 2).

32.3. the grids of the studied and intended to study programmes marked with the accepted course units, volume and differences agreed with the student to earn credits.

32.4. Other documents agreed with the students and evidently clarifying the course units to be given ECTS credits and identifying differences.

33. The titles, volume in credits and assessments of the course units given ECTS credits are included in the supplement of the diploma issued instead of the course units covered in the study programme. Next to the title of the course unit given a credit, the name of the high education institution the course unit has been studied is indicated.

Chapter 5. Concluding Remarks

34. On the condition of disagreement on the ECTS, within 10 days, the student has the right to submit an appeal to the Student Dispute Resolution Commission of the University.

35. Individual cases not regulated by this procedure are examined and judged by the Dean of the Faculty.

VILNIUS GEDIMINAS TECHNICAL UNIVERSITY
ECTS card Pursuant to the Synchronous Curriculum for Exchange Students

_____ current student (willing to study) – _____ Cycle of study _____ cycles of studies
(Student name / family name)

_____ the following taken and accepted course units from _____ to _____

_____ are given credits:
(name of a higher education institution and country)

Taken and accepted course unit			
Course unit (in Lithuanian and English)	Volume, (credits or hours)*	Volume (ECTS credits)	Assessment

* To be filled in if the volume of the studied course unit is given other than ECTS credits

Note. Only data from columns (1), (3) and (4) are uploaded to the IS of Vilnius Gediminas Technical University.

_____ Coordinator _____ Signature _____ (Name and family name) _____ Date
Faculty

VILNIUS GEDIMINAS TECHNICAL UNIVERSITY
ECTS card Pursuant to the Asynchronous Curriculum

_____ current student (willing to study) – _____ cycle of study _____ cycles of studies
(Student name / family name)

_____ the following taken and accepted course units from _____ to _____

_____ are given credits:
(name of a higher education institution and country)

Taken and accepted course unit			Course unit of the study programme at the University		
Course unit (in Lithuanian and English)	Volume, (credits or hours)*	Assessment	Course unit (in Lithuanian and English)	Volume (credits)	Assessment*

Note. Only data from columns (1), (2) and (3) are uploaded to the IS of Vilnius Gediminas Technical University.

_____ Coordinator	_____	_____	_____
Faculty	Signature	(Name and family name)	Date
_____ Chairman	_____	_____	_____
(Name of Study programme Committee)	Signature	(Name and family name)	Date

If the course unit pursuant to the asynchronous curriculum has been given a credit and assessment has been converted to the other scale, the equivalents used shall be indicated:

Academic performance rating scale used by the other high education institution	Ten-point academic performance rating scale used by the University

VILNIUS GEDIMINAS TECHNICAL UNIVERSITY
Academic Performance Rating Scale

Achievement level	Assessment	Grades	Brief description of knowledge and skills
Outstanding	Perfect	10	Excellent, exceptional knowledge and skills
	Very good	9	Solid, deep knowledge and skills
Typical	Good	8	Above average knowledge and skills
	Average	7	Average knowledge and skills, minor errors are present
Threshold	Satisfactory	6	Below average knowledge and abilities (skills), errors are present
	Fair	5	Knowledge and abilities (skills) meet minimum requirements
Failed	Unsatisfactory	4	Inadequate minimum requirements
		3	Poor
		2	Very poor
		1	Extremely poor