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## **DESCRIPTION OF THE PROCEDURE FOR CREDITING PARTIAL STUDY RESULTS**

### **CHAPTER I GENERAL PROVISIONS**

1. The Description of the Procedure for Crediting Partial Study Results (hereinafter – the Description) regulates the principles of crediting study results achieved by a person in Lithuanian or foreign higher education institutions at Vilnius University of Applied Sciences (hereinafter – Vilnius UAS), the principles of their formalisation, the procedure of issuing study certificates and subject (module) descriptions.

2. Persons who have graduated, studied or are studying in Lithuanian or foreign higher education institutions under higher education study programmes and wish to continue their studies at Vilnius UAS crediting their achieved study results shall be subject to the Description.

3. The definitions used in the Description are in line with the definitions laid down in the Law on Research and Higher Education of the Republic of Lithuania.

4. Results of partial studies in higher education institutions shall be credited if the results achieved are essentially in line with study results of the programme or its part.

### **CHAPTER II CREDITING PARTIAL STUDY RESULTS ACCORDING TO THE HARMONISED CURRICULUM**

5. The results of partial studies of a person who has studied at another higher education institution in Lithuania or a foreign country under a partial study agreement, on the basis of which the curriculum was harmonised, or when the curriculum was harmonised on any other lawful basis, shall be credited without restrictions, provided that no violations of requirements of the agreement or any other document which has harmonised the curriculum have been established.

6. A person wishing to have the results of partial studies credited shall submit to the head of the Study Department of the respective faculty a document proving that he has studied at a higher education institution in Lithuania or abroad.

7. After assessing whether the submitted document meets the formal requirements, the head of Study Department shall submit the document to the head of the department in charge of the respective study programme.

8. On the basis of a document issued by another higher education institution, the head of the department shall complete a credited study results card (Annex 1) in duplicate and submit it to the head of the Study Department. On the recommendation of the Head of Study Department, the Dean shall approve the card. One copy of the card shall be issued to the person requesting the crediting, and the other shall be kept in the student's personal file.

9. If it turns out after a student returns from partial studies that there are subjects (modules) that have not been taken and completed in accordance with the harmonised curriculum through no fault of the student, conditions shall be created for the student to achieve the expected study results and to complete the missing subject (modules) for free.

10. If a student's partial study achievements receive a negative evaluation or if, through no fault of his own, he has not accumulated the expected number of study credits, conditions shall be created for the student to achieve the planned study results and to complete the missing subjects (modules) by paying the set price for study credits.

### **CHAPTER III**

#### **CREDITING RESULTS OF PARTIAL STUDIES BASED ON NON-HARMONISED STUDY CURRICULUM**

11. Persons who have studied or are studying at a higher education institution in Lithuania or abroad on the basis of a non-harmonised curriculum and who wish to have the results of partial studies credited shall submit the necessary documents:

- 11.1. students of Vilnius UAS – within two weeks of the start of the new semester;
- 11.2. those who wish to continue their studies at Vilnius UAS – in the course of the semester.
- 12. A person wishing to have results of partial studies credited shall submit the following to the head of the Faculty's Study Department:
  - 12.1. an application addressed to the Dean, indicating the study programme which he studies or intends to study, and the subjects (modules) he wants to have credited;
  - 12.2. documents on study results to be credited:
    - 12.2.1. a diploma, its supplement (appendix) if the person has acquired a higher education degree;
    - 12.2.2. a document certifying the completion of studies or a part thereof (a study certificate, a study statement or another document);
    - 12.2.3. descriptions of the subjects (modules) taken and passed, if the person is a student of a higher education institution in Lithuania or a foreign country, or if he has graduated or has studied but did not graduate; descriptions of subjects (modules) shall be kept in the student's file until the student completes his studies; descriptions of the subjects (modules) do not have to be submitted, if the person studies, studied but did not graduate, also if he has acquired a higher education at Vilnius UAS;
- 13. The Head of the Study Department of the faculty shall assess whether the documents meet the formal requirements:
  - 13.1. information about a higher education institution (whether the results of studies have been achieved in an institution having 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 Higher Education as an authorised centre of ENIC/NARIC networks and other institutions for obtaining the necessary information about the higher education institution;
  - 13.2. documents furnished by the person.
- 14. Having assessed formal study requirements, the Head of the Study Department of the faculty shall submit the documents referred to in clause 12 hereof to the Head of the respective Department.
- 15. Based on the documents referred to in clause 12 hereof, the Head of the Department shall assess the compliance of the person's achieved study results with the requirements of the study programme or a part thereof and shall award credit for study results in accordance with the following general criteria:
  - 15.1. electives (modules) shall be credited without restriction;
  - 15.2. the final thesis (project) and the final examination shall not be credited;

15.3. in modular study programmes, a previously studied subject may be credited as a part of a module, pursuing the missing study results of the module through further studying;

15.4. no more than 75 percent of the volume of the study programme being studied or to be studied may be credited (in individual cases, the Head of the Department may decide to subject persons who have studied at Vilnius UAS to requirements of this clause);

15.5. partial study results obtained at a higher education institution (university, college) of a different type.

16. If the study results achieved are substantially equivalent to the study results of the programme or a part thereof, the Head of Department shall submit to the Head of the Study Department of the faculty a completed credited study results card, where:

16.1. several subjects studied may be credited as one;

16.2. one subject studied may be credited as several subjects.

#### **CHAPTER IV FORMALISATION OF PARTIAL STUDY RESULTS**

17. The decision on the crediting of partial study results shall be formalized no later than within one month from the date of receipt of all the documents listed in clause 12 hereof on the recommendation of the Head of the Study Department of the faculty by a credited study results card approved and registered in duplicate – one copy of the card shall be issued to the person requesting the crediting of partial study results, and the other copy of the card shall be kept in the student's personal file.

18. The name of the credited subject (module), its volume in credits corresponding to the volume of the subject (module) included in the study programme, and the grade shall be entered in the supplement to the diploma or in the study certificate (Annex 2) instead of the subject (module) included in the study programme. If the subject (module) was taken at another higher education institution, the name of the higher education institution shall be indicated in a footnote.

19. In the case provided for in clause 16.1 hereof, where several subjects are credited as a single subject or a part of a module, the scope of each credited subject in credits shall be indicated in proportion to the content of the credited subject or a part of the module.

**CHAPTER V**  
**ISSUING STUDY CERTIFICATES AND SUBJECT (MODULE) DESCRIPTIONS**

20. A person who has graduated from, studied or is studying at Vilnius UAS and who wishes to receive a subject (module) description and/or a study certificate shall submit an application for the issuance of such a subject (module) description and/or a study certificate to the Dean of the Faculty. A person who has completed a study programme and received a diploma and a diploma supplement (shall not be issued a study certificate.

21. The Head of the Study Department of the Faculty shall prepare a study certificate and the head of the respective Department shall prepare a subject (module) description (Annex 3) within 10 business days from the date of submission of the application, and shall submit them to the Dean of the Faculty for signing.

22. A person who is studying or has studied but did not graduate from Vilnius UAS shall be once issued a study certificate free of charge. The person shall pay a fee for the re-issuance of a study certificate, as well as subject (module) descriptions, in the amount set by the Council of Vilnius UAS.

**CHAPTER VI**  
**FINAL PROVISIONS**

23. If a person disagrees with the decision on the crediting of partial study results, he shall have the right to appeal to the Rector of Vilnius UAS within 10 business days. The Academic Council of Vilnius UAS lays down the procedure for appeals.

24. The Rector of Vilnius UAS shall set up a commission of 5 members for hearing appeals regarding the crediting of partial study results. The commission shall make a decision within 10 business days and shall inform the appellant thereof in writing.

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