

Document	Document approval	Case index by Documentation plan	Number of pages	Notes
Description of the Order of Crediting Learning Outcomes of Periods of Study in the Public Institution SMK University of Applied Social Sciences	Approved 14-12-2020 by the Order of the Director No. V(20)-0080	1.35	4	Valid since 15-12-2020

DESCRIPTION OF THE ORDER OF CREDITING LEARNING OUTCOMES OF PERIODS OF STUDY IN THE PUBLIC INSTITUTION SMK UNIVERSITY OF APPLIED SOCIAL SCIENCES

I. GENERAL PROVISIONS

1. Descriptor of the Order of Crediting Learning Outcomes of Periods of Study (hereinafter – the Description) shall foresee the procedures and documentation of assessing and approving the acquired competences in the SMK Higher Education Institution (hereinafter – the SMK) for persons, who graduated, studied or study in the Lithuanian and foreign higher education institutions in accordance with higher education study programmes and who wish to continue studies, by crediting their achieved learning outcomes in accordance with the same or any other short, college, university first, second cycle or integrated, vocational study programme in the Lithuanian higher education institutions.
2. The Order of Crediting Learning Outcomes of Periods of Study in the Public Institution SMK University of Applied Social Sciences shall be implemented following the 6 August 2020 Order No. V-1174 of the Minister of Education, Science and Sport of the Republic of Lithuania on “the Approval of the Description of the Order of Crediting Learning Outcomes of Periods of Study in Higher Education Institutions”.
3. Learning outcomes of periods of study in higher education institutions shall be credited if the achieved learning outcomes fundamentally comply with the learning outcomes of the programme or its part.
4. Concepts used in the Description:
 - 4.1. **Description of a course unit (module)** – document that shall indicate the title of a course unit (module), the volume of a course unit (module) in credits and hours (indicating the volume of contact and independent work in hours), aims (learning outcomes of the programme, course unit module) links between learning outcomes, study methods and assessment methods, assessment criteria, content of a course unit (module), the main and additional literature, preparators of the description of a course unit (module).
 - 4.2. **Subject requirements** – requirements set by the SMK for the aims, content and volume of every course unit (module).
 - 4.3. **Coordinator of crediting learning outcomes** – a person, responsible for crediting learning outcomes, appointed by the SMK Director.
 - 4.4. **Tutor of crediting learning outcomes** – a person appointed by the SMK Director, who shall assess compliance of learning outcomes with the subject requirements for the desired study programme.
 - 4.5. **Learning outcome crediting card** – a document that shall record the titles of credited course units (their translation into Lithuanian), the equivalents of a course unit volume and assessment.
5. Other concepts used in the Description shall conform to the concepts used in the Law on Education of the Republic of Lithuania, Law on Science and Studies of the Republic of Lithuania, Law on Vocational Training of the Republic of Lithuania and legal acts implementing them.

CHAPTER II CREDITING LEARNING OUTCOMES OF PERIODS OF STUDY IN ACCORDANCE WITH A COORDINATED STUDY CONTENT

5. Learning outcomes of periods of study in accordance with the coordinated study content shall be credited in the order established by the higher education institution without restrictions, if there are no violations of the

requirements of the agreement for the mobility period or of another document harmonizing the study content in relation to the study modules (course units) studied.

6. If a student failed to meet the requirements in accordance with the coordinated study content (achievements of periods of study assessed negatively, the foreseen number of study credits not collected), he/she is provided with possibilities to achieve the foreseen learning outcomes and to account for the lacking modules (course units) in the order established by a higher education institution.

7.If Erasmus+ student failed an exam (exams) in accordance with the study programme foreseen under a Tripartite Learning Agreement and didn't retake the exams abroad, after returning he/she shall have to take the exams of the course units unaccounted in the SMK, after paying the rates set by the SMK. If course units were coordinated in the Tripartite Agreement and its amendments, the student shall take the occurred academic differences for free.

CHAPTER III

CREDITING LEARNING OUTCOMES OF PERIODS OF STUDY IN ACCORDANCE WITH A NON-COORDINATED STUDY CONTENT

7. A person, who wishes to have the learning outcomes of periods of study to be credited, shall have to submit to the SMK the following:

7.1. an application indicating the study programme, the learning outcomes of which are claimed to be credited;

7.2. the following documents on the learning outcomes wished to be credited:

7.2.1. a diploma, its appendix (supplement), if a person has acquired a higher education qualification;

7.2.2. a document certifying the completed studies or part thereof (study certificate, academic study certificate or any other document);

7.2.3. information on learning outcomes, acquired in another higher education institution, descriptions of attended and positively accounted for study modules (course units) or any other information on the learning outcomes of modules (course units);

7.3. information on achievement assessment system used in another higher education institution and, if possible, the percentage distribution of the assessments of persons, who participated in studies, if this information is not given in the diploma supplement or academic certificate of studies.

8. The SMK shall evaluate the formal requirements for studies by:

8.1. information on higher education institution (if the results are achieved in an institution, that has the status of a higher education institution), if necessary can apply to the Lithuanian or foreign higher education institution, Centre for Quality Assessment in Higher Education as an authorized centre of ENIC/NARIC networks and other institutions concerning obtaining the necessary information on that higher education institution;

8.2. documents presented by the person.

9. Based on the documents indicated Clause 7 of the Descriptor, the SMK shall evaluate the compliance of the achieved learning outcomes of a person and a study programme or its part and shall carry out crediting of the learning outcomes in accordance with the following general criteria:

9.1. optional modules (course units) of a student shall be credited without any restrictions;

9.2. final thesis and (or) final exam shall not be credited;

9.3. no more than 75 percent of the volume of a study programme in the same cycle can be credited;

9.4. learning outcomes of periods of study, acquired in a higher education institution of another type (university, college) can be credited in accordance with credit accumulation principles in the higher education institution, not exceeding:

9.4.1. no more than 75 percent of the volume of the first cycle study programme, the learning outcomes of which are claimed to be credited;

9.4.2. no more than 25 percent of the volume of vocational studies, the second cycle study programme, the learning outcomes of which are claimed to be credited

9.4.3. no more than 40 per cent of the volume of integrated study programme.

10. Within the deadline set by the higher education institution from the date of receipt of all the documents listed in Clause 7 of the Description, the final decision on crediting the learning outcomes of periods of studies shall be made by the higher education institution.

CHAPTER IV FORMALIZATION OF LEARNING OUTCOMES OF PERIODS OF STUDIES AND ORGANIZATION OF FORMALIZATION

11. A decision on the crediting of learning outcomes of periods of studies in higher education institution shall be formalized by the document of crediting learning outcomes of periods of studies, the form of which is determined by the higher education institution.

12. Titles of credited modules (course units), their volume in study credits, converted into the credit system applied in the higher education institution, and assessments (optionally – converted or nonconverted into the assessment system applied in the higher education institution) shall be recorded in the issued diploma appendix (supplement) or academic certificate of studies. If module (course unit) was attended in another higher education institution, the footnote shall indicate the name of the higher education institution.

13. Crediting of the learning outcomes of periods of studies shall be implemented during the entire academic year.

14. Crediting of the learning outcomes of periods of studies in the SMK shall be coordinated by Head of the Study Program

15. Functions of a Coordinator:

15.1. shall provide candidates with information on the possibilities of crediting learning outcomes of periods of studies;

15.2. shall advise a candidate on the course of crediting procedure;

15.3. shall plan the crediting process.

16. Learning outcomes credited for a student shall be formalized by filling out a card of crediting learning outcomes (Appendix 1) or on the order of the Director.

16.1. The title of the credited course unit, the volume in credits and the assessment shall be recorded in diploma supplement (study or academic certificate, if requested), instead of the course units foreseen under the study programme. Next to the title of the credited course unit, the abbreviation of the name of the Lithuanian or foreign higher education institution, where the credited course unit was studied, shall be indicated. All abbreviations shall be explained at the end of the list of the named course units, and the title of the higher education institution shall be recorded.

16.2. Titles of course units, assessments, foreign countries and titles of foreign higher education institutions in the diploma supplement or study/academic certificate, other data, related to the crediting of learning outcomes, shall be recorded in Lithuanian and additionally in English or any other foreign language, depending on the language, that the original documents certifying the learning outcomes are presented in.

CHAPTER V FINAL PROVISIONS

17. If a person does not agree with the decision on the crediting of learning outcomes of periods of studies, he/she shall have the right to appeal in the order established by the higher education institution within the period of time established by the higher education institution.

18. The order of examining appeals shall be determined by the higher education institution and published on its website.

19. Appeals shall be examined following the provisions of the Appeals Commission approved by the Director of the SMK.

20. The structure of Appeals Commission shall be determined by the Director of the SMK. The Appeals Commission shall have to examine a complaint within 10 days. Decision of the Appeals Commission concerning the crediting of learning outcomes or resuming studies shall be final.

11. The SMK Head of Study Process shall inform a student on the decision made.

Approved

SMK University of Applied Social Sciences

09-01-2020 meeting of Academic Board, minutes No.2

SMK UNIVERSITY OF APPLIED SOCIAL SCIENCES
A CARD OF CREDITING LEARNING OUTCOMES

Title of study programme

A student

Name of higher education institution

The programme studied

Credited learning outcomes:

No.	Title of course unit		Volume of course unit		Grade
	Course unit studied in another higher education institution	Title of SMK course unit	Credits in higher education institution (hours)	SMK credits	
Total:			0	0	

