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## **PROCEDURE FOR RECOGNITION OF LEARNING OUTCOMES**

### **I. GENERAL PROVISIONS**

1. The Procedure for Recognition Learning Outcomes (hereinafter referred to as the "Procedure") at Kaunas University of Applied Engineering Sciences (hereinafter - "KTK") shall apply to persons who have graduated, studied or are studying at other Lithuanian or foreign higher education institutions according to higher education study programmes, as well as persons who have studied at KTK and wish to continue their studies in the same or another study programme.
2. The Procedure establishes the principles of recognition of the learning outcomes achieved, the procedure for their formalisation and issuance of academic certificates and descriptions of study subjects.
3. The Procedure has been prepared in accordance with the Order No. V-1174 of 6 August, 2020 of the Minister of Education and Science of the Republic of Lithuania "On the Procedure for Crediting Learning Outcomes" (Register of Legal Acts, 06-08-2020, No. 16995).
4. Learning outcomes are recognised if the learning outcomes achieved correspond to learning outcomes of the study programme or part thereof.
5. The recognition of learning outcomes is carried out by the Coordinators of full-time and part-time studies (hereinafter - "Coordinators") together with the Heads of study programmes.
6. Students who wish to have their learning outcomes recognised have to submit the application to a Coordinator no later than by the end of the first week of the semester (with the exception of students of the first semester of the first year studying in part-time studies).
7. Students of the first semester of the first year studying in part-time studies have to submit the application to the Coordinator by the end of the first week of the first study session.
8. Unclassified students can apply for recognition of their learning outcomes.

### **II. RECOGNITION OF LEARNING OUTCOMES FOR STUDENTS STUDYING ACCORDING TO AN AGREED SYLLABUS**

9. For a student who has studied at KTK or another Lithuanian or foreign higher education institution under an exchange agreement, bilateral agreement, or after agreeing the syllabus on another lawful basis, learning outcomes are recognised without restrictions (several studied subjects can be recognised as one; one studied subject can be recognised in place of several subjects; a part of the studied subject, if it is at least 3 credits in scope, can be recognised within another subject), if there are no violations of the requirements of the contract or other document by which the syllabus of studies was agreed on.

10. If the student has not met the requirements established in the agreement (learning according to agreed syllabus has been negatively evaluated, sufficient credits have not been passed), the student is given the opportunity to take or pass equivalent courses according to the procedure established by KTK.
11. A student who wishes to have the learning outcomes they achieved recognised shall submit an application to the Coordinator (Annex 1), along with an academic transcript or a certificate of studies listing the subjects taken and passed.
12. KTK students who have returned to continue their studies do not need to apply for recognition of learning outcomes if their study plan has not changed.

### **III. RECOGNITION OF LEARNING OUTCOMES FOR STUDENTS STUDYING ACCORDING TO A SYLLABUS THAT HAS NOT BEEN AGREED ON**

13. For a student who has studied or studies at KTK or another Lithuanian or foreign higher education institution according to a syllabus that has not been agreed on in advance, learning outcomes are recognised in accordance with this Procedure after assessing the formal requirements of the learning outcomes and their compliance with the subject requirements of the respective study programme.
14. A student who wishes to have their learning outcomes recognised at KTK shall submit to the following to the Coordinator
  - 14.1. Application for recognition of study subjects (Annex 1);
  - 14.2. a diploma and its supplement if the person has acquired higher education;
  - 14.3. information on completed studies or part thereof (an academic certificate, a certificate of studies or equivalent document);
  - 14.4. information on learning outcomes acquired at another higher education institution, courses (modules) taken, their evaluation and descriptions, and other information on learning outcomes of studies;
  - 14.5. information on grading system used at the higher education institution that issued the certificate/diploma and, if possible, percentage of students who obtain each grade if this information is not provided in the diploma supplement or academic transcript.
15. A student who has studied (studies) at KTK and wishes to resume (continue) studies at KTK does not need to submit descriptions of subjects.
16. Students can submit documents electronically via KTK e-mail. In this case, KTK has the right to request that the student submit the original documents.
17. Study Organisation Office assesses the formal requirements of studies:
  - 17.1. the Head of the Office verifies the status of a Lithuanian or foreign higher education institution (if necessary, the Coordinator may apply to the higher education institution in question, the Centre for Quality Assessment in Higher Education as an official representative of the ENIC / NARIC network, and other institutions to obtain the necessary information about the higher education institution in question).
  - 17.2. Coordinators assess the other documents submitted by the applicant.
18. Heads of study programmes assess the compliance of learning outcomes achieved by the applicant with the requirements of the respective programme, or part thereof, on the basis of the documents listed in section 14 of this Procedure, and carries out the recognition in accordance with the following general criteria:
  - 18.1. optional subjects are recognised without restrictions;
  - 18.2. graduation thesis is not recognised;
  - 18.3. general subjects of higher education college studies, core and specialist

(professional) subjects as well as internships are recognised if at least two-thirds of the learning outcomes of an equivalent subject provided for in the programme have been achieved;

18.4. no more than 75% of the scope of the study programme can be recognised;

18.5. if requirements of the programme studied are met, the Head of the programme may:

18.5.1. recognise several subjects instead of one;

18.5.2. recognise one subject as several;

18.5.3. recognise a part of a subject studies if this part is of at least 3 ECTS.

#### **IV. ORGANISATION OF RECOGNITION OF LEARNING OUTCOMES**

19. The Coordinator draws up a Learning Outcome Recognition Card (Annex 2) and submit it to the Head of the study programme within one working day of the end of the term specified in paragraph 6 with the exception of students of the first semester of the first year studying in part-time studies. Learning Outcome Recognition Cards of students of the first semester of the first year studying in part-time studies are prepared within one working day of the end of the term specified in paragraph 7.
20. The Head of the study programme completes the Learning Outcome Recognition Card (Annex 2) and transmits it to the Coordinator within 5 working days of its receipt.
21. For students who have studied at foreign higher education institutions under a Learning Agreement, the Coordinator shall convert the learning outcomes using the ECTS Evaluation Scale and National Grade Equivalence Scale (Annex 3).
22. Learning outcomes achieved at higher education institutions located outside the European Union, where the ECTS system is not used, are recognised by the decision of the Study Programme Committee. Based on the decision of the Study Programme Committee, the Head of the study programme completes the Learning Outcome Recognition Card (Annex 2).
23. A student of the final year of studies at KTK who has returned to continue his/her studies and has no academic debts (with the exception of the graduation thesis) shall be provided with the opportunity to prepare the thesis in accordance with the procedure established by KTK.

#### **V. FORMALISATION OF LEARNING OUTCOMES**

24. On the basis of Learning Outcome Recognition Cards, the Head of Study Organisation Office prepares a draft Director's order on recognition of learning outcomes within the first month of the new semester (for students of the first semester of the first year studying in part-time studies, the order is prepared within the first two weeks of the first study session).
25. The decision on recognition of learning outcomes is formalised using a Learning Outcome Recognition Card (Annex 4), which is signed by the Head of the study programme, the Coordinator and the student
26. When a part of a study subject is recognised (18.5.3.), the teacher of the subject enters its parts that have been recognised into the Academic Information System by the end of the period during which the subject is taught and assessed on the basis of the U13 form prepared by the Coordinators.
27. The learning outcomes recognised are entered into the academic information system within three working days after formalisation.

28. Following the recognition of learning outcomes, the student can:
  - 28.1 be transferred to the later year (semester) by an order of the Director.
  - 28.2 be excused from attending lectures of the courses that have been recognised.
29. The names of the subjects recognised, their scope in credits and evaluations (converted or not) are entered in the diploma supplement instead of the subjects provided for in the study programme. Next to the title of the subject recognised, the abbreviation of the name of the Lithuanian or foreign higher education institution where the subject was studied will be indicated in brackets. All abbreviations are explained at the end of the list of subjects, and the name of a foreign higher education institution is also recorded.

## **II. ISSUANCE OF ACADEMIC CERTIFICATES AND SUBJECT DESCRIPTIONS**

30. An academic certificate shall not be issued to a person who has graduated from a study programme and has received a diploma and a diploma supplement.
31. A person who has studied at KTK and wishes to receive a description of the subject or/or an academic certificate (Annex 4) shall have the right to submit an application to have them issued to KTK Archive. These services are provided for a fee established by KTK.
32. A KTK student wishing to receive an academic certificate (Annex 4), completes an application form on <https://pazymos.ktk.lt/> Study Accounting Administrator issues the certificate within two working days.
33. A student wishing to receive descriptions of study subjects submits a request to the Coordinator. Study subject descriptions are prepared within five working days. This services is provided for a fee established by KTK.

## **VI. LODGING AND HANDLING OF COMPLAINTS AND APPEALS**

34. If a person does not agree with the decision on the recognition of their learning outcomes, they shall have the right to submit a reasoned appeal to the Director of KTK within 10 days.
35. The Director shall organise the formation of an Appeal Committee for the examination of appeals regarding the compliance of learning outcomes achieved by the student with the subject requirements of the study programme in question within 5 working days.
36. The Committee for the examination of appeals regarding the compliance of learning outcomes achieved by the student with the subject requirements of the study programme shall make its decision within 10 working days from the date of its formation.

## **VII. FINAL PROVISIONS**

37. The Learning Outcome Recognition Card is stored in the student's personal file for the duration established by law.
38. For students whose studies are not state-funded, tuition fees may be recalculated after the recognition of learning outcomes once they submit a written application to the Study Organisation Office.
39. The procedure enters into force upon its approval by the Academic Council.
40. In cases not provided for in the procedure, decisions are made by the Deputy Director for Studies and Science.