

APPROVED
by Resolution No. SPN-20 of 20 April 2021
of the Senate of Vilnius University
(wording of Resolution No. SPN-4
of 20 January 2026 of the Senate of Vilnius
University)

DESCRIPTION OF THE PROCEDURE FOR CREDITING LEARNING OUTCOMES AT VILNIUS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for Crediting Learning Outcomes at Vilnius University (hereinafter the ‘Description’) regulates the principles and procedure for crediting learning outcomes at Vilnius University (hereinafter the ‘University’) that were previously achieved by persons who studied at other Lithuanian and/or foreign higher education institutions.

2. The Description applies to persons who have graduated, have studied, or are studying at Lithuanian and/or foreign higher education institutions under higher education study programmes and would like to continue their studies at the University by crediting the learning outcomes they achieved according to the same or other university first- or second-cycle, integrated, or professional study programmes.

3. The Description has been prepared in accordance with the Description of the Procedure for Crediting Partial Studies at Higher Education Institutions approved by Order of the Minister of Education, Science, and Sport of the Republic of Lithuania No. V-1174 of 6 August 2020 “On the Approval of the Description of the Procedure for Crediting Partial Studies at Higher Education Institutions, as well as with Council Recommendation 2018/C 444/01 of 26 November 2018 “On Promoting Automatic Mutual Recognition of Higher Education and Upper Secondary Education and Training Qualifications and the Outcomes of Learning Periods Abroad”, and other legal acts of the Republic of Lithuania and the University.

4. The terms used in the Description correspond to the terms defined in the Republic of Lithuania Law on Higher Education and Research and the terms defined in other legal acts of the Republic of Lithuania and the University.

CHAPTER II CREDITING LEARNING OUTCOMES OBTAINED ACCORDING TO A HARMONISED CURRICULUM

5. For a person who studied at another Lithuanian or foreign higher education institution under a study agreement or exchange programme, learning outcomes obtained according to a harmonised curriculum shall be credited without restrictions, provided that the study agreement or other document, according to which the curriculum was harmonised, has not been breached. If the person has not fulfilled the requirements according to the harmonised curriculum (negative evaluation of learning outcomes, failure to obtain the number of study credits provided for in the study plan while studying at another higher education institution), conditions shall be provided at the University to achieve the intended learning outcomes and pass course units (modules) in the scope of the missing study credits by studying them at the University at their own expense. The scope of the course units (modules) taken at another higher education institution according to a harmonised curriculum shall be credited by calculating it according to the credits of the European Credit Transfer and Accumulation System (ECTS) used by the University. The calculation (conversion) of credits into the credit system used at the University shall be implemented by the Studies Office of the core academic unit of the University (or the University’s *sui generis* academic unit) (hereinafter the ‘Unit’).

6. In cases when, due to circumstances beyond the person’s control, there is a deficiency of course units (modules) taken after studies at another higher education institution according to a

harmonised curriculum, the Unit shall enable the person to eliminate the deficiency at the University free of charge by taking course units (modules) in the scope of the credits of the course units (modules) not taken at another higher education institution in accordance with the procedure established in the legal acts of the University.

7. Learning outcomes obtained by studying according to a harmonised curriculum shall be credited upon receipt of an academic certificate or other document confirming the person's outcomes at another higher education institution.

8. Upon receipt of documents from the person confirming the outcomes of studies at another higher education institution, the Studies Office of the Unit shall evaluate the compliance with the formal requirements and credit them in the University study information system.

9. Learning outcomes obtained at another higher education institution according to a harmonised curriculum shall be credited in the study semester during which the person studied according to the harmonised curriculum at another higher education institution.

10. The titles of the course units (modules) being credited, evaluations, name of the foreign country, name of the foreign higher education institution, and other data related to crediting learning outcomes according to a harmonised curriculum shall be recorded in the University's study information system and in the diploma supplement in Lithuanian and English.

CHAPTER III CREDITING LEARNING OUTCOMES OBTAINED ACCORDING TO A NON-HARMONISED CURRICULUM

11. For a person who studied at the University or at another Lithuanian or foreign higher education institution according to a non-harmonised curriculum, previously obtained learning outcomes are credited after assessing whether the learning outcomes meet the formal requirements, the formal requirements, and the competencies to be developed under the selected study programme.

12. A person who would like learning outcomes obtained according to a non-harmonised curriculum to be credited must submit documents about the said learning outcomes to the Unit where they are studying via the University study information system within the timeframe established in Item 16 of the Description:

12.1. if the person obtained learning outcomes according to a non-harmonised curriculum during studies at another higher education institution:

12.1.1. an application stating the study programme of the learning outcomes that the person would like to have credited;

12.1.2. a diploma and diploma supplement if the person acquired a qualification of higher education;

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

12.1.4. descriptions of the course units (modules) taken and passed, and other information about the course unit (module) learning outcomes acquired. Upon taking course units (modules) at another higher education institution operating in the Republic of Lithuania, the course unit (module) description documents submitted to the University must be certified by the higher education institution where those course units (modules) were taken;

12.1.5. information on the achievement assessment system used at the other higher education institution, and, if possible, the percentage distribution of the assessments of study participants, if this information is not provided in the diploma supplement or academic certificate and the learning outcomes were obtained somewhere other than the University.

12.2. if, after the termination of studies, the person is repeatedly studying/would like to study in the same or another University study programme (or has separately taken the study course units (modules) in the same University study programme) – an application stating the study programme of the learning outcomes that the person would like to have credited.

13. If, for objective reasons, the person is unable to submit part of the documents specified in the Description certifying the obtained learning outcomes, the decision on further implementation of the procedure for crediting learning outcomes that the person would like to have credited shall be taken by the chair of the Study Programme Committee (hereinafter the 'Committee').

14. The learning outcomes of the person are credited in the Unit based on:

14.1. information about the higher education institution (whether the learning outcomes were achieved at an institution with the status of a higher education institution); if necessary, the Studies Office of the Unit may contact the Lithuanian or foreign higher education institution, the Centre for Quality Assessment in Higher Education as an authorised ENIC/NARIC network centre, and other institutions in order to obtain the necessary information about that higher education institution;

14.2. the documents submitted by the person about the learning outcomes to be credited.

15. Compliance of the learning outcomes achieved by the person with the requirements of the study programme or part thereof and crediting of the learning outcomes are performed in the Unit in accordance with the following general principles:

15.1. if the person is repeatedly studying in the same University study programme (or previously took separate course units (modules) of the study programme as an unclassified student) and would like to credit the learning outcomes of the course unit (module) previously obtained in the same study programme, these learning outcomes obtained at the University are credited without restrictions. In this case, the learning outcomes to be credited must meet the formal requirements and the study programme subject requirements, which shall be assessed by the chair of the Committee;

15.2. course units (modules) taken by the person at the University or at another higher education institution of the same type (university) as elective course units (modules) shall be credited without restrictions. Course units (modules) taken by the person at another type of higher education institution (college) shall be credited as elective course units (modules) offered by the study programme;

15.3. theses and/or final examinations are not credited;

15.4. the person's previously obtained learning outcomes that received a negative assessment are not credited;

15.5. no more than 75% of the scope of the study programme of the same cycle may be credited, except for the cases specified in Item 15.1 of the Description;

15.6. partial study outcomes obtained at another type (college) of higher education institution may be credited without exceeding:

15.6.1. 75% of the scope of the first-cycle study programme, of which the learning outcomes are to be credited;

15.6.2. 25% of the scope of the professional or second-cycle study programme, of which the learning outcomes are to be credited;

15.6.3. 40% of the scope of the integrated study programme.

16. Crediting of learning outcomes takes place within 30 (thirty) calendar days of the beginning of the new study semester. A person who would like to have learning outcomes credited must submit an application in the University study information system addressed to the head of the Unit within 14 (fourteen) calendar days of the beginning of the new study semester.

17. Upon receiving the person's application along with the accompanying documents, an employee of the Studies Office of the Unit:

17.1. shall assess the compliance of the submitted documents with the formal requirements in accordance with the procedure established by the Description;

17.2. upon assessing the compliance of the submitted documents with the formal requirements, shall forward said documents to the chair of the Committee.

18. The chair of the Committee:

18.1. shall assess the compliance of the course unit (module) outcomes that the person would like to have credited with the requirements of the programme being studied or planned to be studied in accordance with the criteria established in the Description. If necessary, the chair may consult with the teacher coordinating the course unit (module) to be credited and/or other members of the Committee to establish compliance of the outcomes;

18.2. shall submit a decision to the responsible employee of the Studies Office of the Unit regarding the crediting of the course unit (module) outcomes.

19. The decision on the crediting of a person's learning outcomes shall be taken in the Unit within 14 (fourteen) calendar days of the person's application to credit the course units (modules) being submitted.

CHAPTER IV OFFICIAL REGISTRATION OF CREDITED LEARNING OUTCOMES

20. The person's learning outcomes to be credited are officially registered in the University study information system by completing the credited learning outcome card (hereinafter the 'Card') therein. The following data for the subject/module to be credited are recorded in the card:

- 20.1. name in Lithuanian and English;
- 20.2. course part;
- 20.3. level of foreign language studied (optional);
- 20.4. language of instruction;
- 20.5. original scope in credits;
- 20.6. scope in credits according to the credit system used by the University;
- 20.7. number of hours taken (optional);
- 20.8. original assessment acquired;
- 20.9. assessment according to the assessment system used by the University (optional);
- 20.10. form of financing the acquired credits;
- 20.11. date of acquisition of the assessment;
- 20.12. study part in which the course unit (module) was taken (main studies, minor studies, unclassified);
- 20.13. form of assessment.

21. The Card shall be signed by the chair of the Committee and the employee of the Studies Office of the Unit who created the Card. The Card shall be completed and signed within three working days of the decision on the outcomes that the person would like to have credited.

22. The completed and signed Card is stored in the University study information system. On its basis, the student's learning outcomes are credited in the University study information system.

23. The names of the credited modules/subjects, their scope in credits converted into the credit system used by the University, and the assessments are recorded in the issued diploma supplement or academic certificate. If the subject/module was taken at another higher education institution, the name of the higher education institution is indicated as a footnote.

CHAPTER V FINAL PROVISIONS

24. The Studies Office of the Unit shall inform the person via VUSIS email of the decision taken within three working days of taking the decision on the crediting of learning outcomes.

25. A person who does not agree with the decision taken in the Unit on the crediting of learning outcomes has the right to appeal the decision within three working days as of the day of the receipt to the Unit's dispute resolution commission in accordance with the procedure established in the model regulations for the dispute resolution commission of core academic units of Vilnius University, approved by Resolution of the Senate of Vilnius University No. S-2014-10-2 of 2 December 2014 "On the Approval of the Regulations of the Central Dispute Resolutions Commission and the Core Academic Unit Dispute Resolutions Commission" (as subsequently amended).
