

APPROVED BY
Order No. A-372 of the Rector of Kaunas
University of Technology of
1 September 2020

GUIDELINES FOR THE RECOGNITION OF LEARNING OUTCOMES AT KAUNAS UNIVERSITY OF TECHNOLOGY

CHAPTER I GENERAL PROVISIONS

1. The Guidelines for the Recognition of Learning Outcomes (hereinafter – Guidelines) are prepared in accordance with the Law on Higher Education and Research of the Republic of Lithuania, the Guidelines for the Recognition of Learning Outcomes of Partial Studies at Institutions of Higher Education approved by Order No. V-1174 of the Minister of Education, Science and Sport of the Republic of Lithuania “On Approval of the Guidelines for the Recognition of Learning Outcomes of Partial Studies at Institutions of Higher Education” of 6 August 2020, the Provisional Academic Regulations of Kaunas University of Technology (hereinafter – University), the Rules for Identification of Equivalents of the Qualification Subjects, Providing the Right to Higher Education, and Completed under the Educational Programmes of Foreign Countries and International Organisations, and Transfer of the Marks, approved by Order No. V-37 of the Director of the Centre for Quality Assessment in Higher Education “On Approval of the Rules for Identification of Equivalents of the Qualification Subjects, Providing the Right to Higher Education, and Completed under the Educational Programmes of Foreign Countries and International Organisations, and Transfer of the Marks” of 22 May 2014, and the ECTS User's Guide.

2. The Guidelines establish the principles of recognition of the personal learning outcomes obtained at the University or other Lithuanian or foreign institutions of higher education at the University and the procedure of their formalisation.

3. The Guidelines are applied to the persons who have graduated from, have studied or are studying in the Lithuanian or foreign institutions of higher education under the study programmes and want to continue their studies at the University, having recognised the learning outcomes achieved in the study programmes of first, second or third cycle, integrated or professional studies.

4. The faculty's Vice-Dean for Studies (in case of the third cycle studies – the chairman of the doctoral committee of the scientific field, hereinafter – DKP) is responsible for coordinating the modules of the study programme and its electives (BA+ and MA+ competencies), evaluating the compatibility of the modules (after consulting the head of study programmes, hereinafter – SPV, regarding the content of the modules), making of the student's individual study plan and the recognition of learning outcomes. In case of the third cycle studies, the doctoral student is responsible for making his/her individual study plan (after consulting his/her supervisor) and the DKP is responsible for the recognition of learning outcomes. The faculty's international relations coordinator (hereinafter – TRK) is responsible for the administration of the processes related to partial (exchange) studies abroad.

5. The learning outcomes are recognised if they comply in principle with the learning outcomes of the University's study programme or the study module.

6. The University can recognise the following:

6.1. Several completed modules as one University module;

6.2. One completed module instead of several University modules;

6.3. A part of the completed module.

7. The recognition of the competencies gained via non-formal or informal learning is administered following the University's Guidelines for the Evaluation of Learning Outcomes and the Recognition of Competencies gained via Non-Formal and Informal Learning.

CHAPTER II

RECOGNITION OF THE LEARNING OUTCOMES ACCORDING TO THE APPROVED CONTENT OF STUDIES

8. Partial studies are the student's studies under a part of the study programme providing the knowledge and skills that are evaluated and approved by the academic certificate issued by the Lithuanian or foreign institution of higher education.

9. The learning outcomes of partial studies according to the approved content of studies are included without any limitations if there are no identified violations of requirements in the document proving the content of studies. If the learning outcomes have not been formally approved in advance, they may be not recognised.

10. If the student aims to complete a part of study programme at another institution of higher education under the academic mobility programme, he/she signs an agreement on partial studies complying with the requirements of the specific mobility programme.

11. In case of the joint study programmes with Lithuanian or foreign institutions of higher education, the learning outcomes are recognised based on the agreement on the execution of a joint study programme without any additional approval. The recognition of the study module of the final degree project requires a mandatory defence of the final degree project at the joint qualification commission with participation of the University's representative(s).

12. The student who wants to complete a part of the study programme at another Lithuanian or foreign institution of higher education according to the approved content of studies fills in a plan of partial studies (Appendix 1) and applies to the faculty's Vice-Dean for Studies or DKP (in case of the third cycle studies) who coordinates (after consulting the SPV (in case of the study programme's modules) or the competence supervisor (in case of the modules of BA+ and MA+ competencies)) and confirms that the study modules chosen by the student at another institution of higher education comply with the content of the modules of the student's study programme and there are no overlaps with the already completed modules at the University.

13. The student submits an application (Appendix 2 or 3) with an approved study plan to the faculty's Vice-Dean for Studies (in case of the partial studies in Lithuania), the TRK (in case of the partial studies abroad) or the coordinator of the Doctoral School (hereinafter – DMK) (in case of the third cycle studies).

14. The faculty's Vice-Dean for Studies (in case of the third cycle studies – the head of the Doctoral School) approves the student's application. The decision is finalised by the Dean's decree (in case of the third cycle studies – the Rector's order).

15. After the return from partial studies, the student submits the following documents with copies thereof to the faculty's Vice-Dean for Studies (in case of the studies in Lithuania), the TRK (in case of the studies abroad) or the DMK (in case of the third cycle studies):

15.1. A transcript of records (certificate) with the completed modules, their scope in credits and their grades;

15.2. A certificate of the grading system used at the other institution of higher education and/or percentage of the grades if this information is not specified in the transcript of records;

15.3. If the learning outcomes are achieved at the foreign institution of higher education, the documents have to be submitted in the English language or with an attached translation to the English language.

16. The faculty's Vice-Dean for Studies (in case of the studies in Lithuania), the TRK (in case of the studies abroad) or the DMK (in case of the third cycle studies), if needed, after consulting the SPV, prepares a tab for the recognition of learning outcomes (Appendix 4) within two weeks after the date of the receipt of all the documents listed in the paragraph 15 of the Guidelines.

17. The tab for the recognition of learning outcomes and the copies of the documents listed in paragraph 15 are stored in the student's personal file at the University. The employees of the faculty's Study Centre (in case of the third cycle studies – the DMK) are responsible for processing of the student's data in the University's Academic Information System.

18. If the student failed to meet the requirements according to the approved content of studies (he/she failed the modules of partial studies and/or did not obtain the agreed number of credits), he/she is allowed to complete the missing study modules under the procedure established by the University.

19. If there are no possibilities to study the chosen and approved study module in other institutions of higher education abroad after the signing of the agreement on partial studies not due to the student's fault, the student has to email the faculty's TRK, specifying the objective reason and initiating an amendment of the agreement within one month after the beginning of his/her studies at the other institution of higher education. After consulting the SPV (in case of the third cycle studies – the DKP), the TRK changes the student's study plan. The changed study plan becomes an appendix to the agreement on partial studies. In such case, the student is allowed to complete the missing study modules free of charge.

CHAPTER III

RECOGNITION OF THE LEARNING OUTCOMES WITHOUT THE APPROVED CONTENT OF STUDIES

20. The learning outcomes of the student who studies at the University or other institution of higher education without the approved content of studies are recognised after the evaluation of the formal requirements of the learning outcomes and their compliance with the formal requirements of the University's study programme.

21. The learning outcomes achieved without an approved content of studies are included under the following criteria:

21.1. A maximum of 75% of the study programme of the same study cycle can be recognised;

21.2. The recognised part may contain the learning outcomes of another study cycle or type of the institution of higher education (college) (not applied to the third cycle studies) but their scope cannot exceed:

21.2.1. 75% of the study programme of the first cycle studies which learning outcomes the student intends to get recognised;

21.2.2. 25% of the study programme of the second cycle of professional studies which learning outcomes the student intends to get recognised;

21.2.3. 40% of the study programme of the integrated studies;

21.3. The module of the final degree project is not recognised;

21.4. The student's elective modules are recognised without limitations (not applied to the third cycle studies).

22. The student who aims for the recognition of the learning outcomes achieved without the approved content of studies submits the following documents to the faculty's Vice-Dean for Studies (in case of the third cycle studies – to the DMK):

22.1. The application for the recognition of the modules completed at another institution of higher education, specifying the study programme which outcomes the student wants to get recognised;

22.2. The copies of the documents proving the achieved learning outcomes (if the learning outcomes are achieved at a foreign institution of higher education, the documents have to be submitted in the English language or with an attached translation of the documents to the English language):

22.2.1. If the person has a higher education – a diploma, its supplement (appendix) and the descriptions/syllabuses of the completed study modules;

22.2.2. If the person has studied at the institution of higher education but has not graduated – a transcript of records and the descriptions/syllabuses of completed study modules;

22.3. Information on the grading system used at the other institution of higher education and/or, if possible, percentage of the grades if this information is not specified in the documents specified in the subparagraph 22.2 of the Guidelines.

23. If the person aims to get recognised the learning outcomes achieved at the University, the documents specified in the subparagraphs 22.2-22.3 may not be submitted.

24. The faculty's Vice-Dean for Studies, if needed, after consulting the SPV, evaluates the compliance of the learning outcomes submitted for the recognition with the University's study programme and prepares a tab for the recognition of learning outcomes (Appendix 4). In case of the third study cycle, the DMK prepares a tab for the recognition of learning outcomes and transfers it to the DKP who evaluates the compliance of the learning outcomes submitted for the recognition with the University's study programme.

25. If the learning outcomes are achieved at the foreign institution of higher education, the faculty's TRK (in case of the third cycle studies – the DMK) specifies the status of the institution of higher education: the study cycle, the type of studies and other relevant data; if needed, he/she can apply to the foreign institution of higher education, the Centre for Quality Assessment in Higher Education or other institutions for the acquisition of the required information about the institution of higher education.

26. The faculty's Vice-Dean for Studies (in case of the third cycle studies – the DKP) provides a student with a decision regarding the recognition of learning outcomes within two weeks after the date of the receipt of all the documents listed in the paragraph 22 of the Guidelines.

27. The Vice-Dean for Studies (in case of the third cycle studies – the DKP) may decide not to recognise the learning outcomes achieved without the approved content of studies or recognise them after an additional examination of the person's competence.

28. The tab for the recognition of learning outcomes and the copies of the documents listed in the paragraph 22 are stored in the student's personal file at the University. The employees of the faculty's Study Centre (in case of the third cycle studies – the DMK) are responsible for the processing of the student's data in the Academic Information System.

CHAPTER IV

TRANSFER OF THE LEARNING OUTCOMES INTO THE UNIVERSITY'S GRADING SYSTEM

29. The learning outcomes achieved according to the approved content of studies are not transferred into the University's grading system. The recognition of learning outcomes is concluded by specifying the number of the obtained ECTS credits and the original grade. If the student has spent the entire academic

year in partial studies abroad, at the student's submitted application, his/her learning outcomes achieved during the partial studies can be transferred into the University's grading system.

30. The learning outcomes achieved without the approved content of studies are transferred into the University's grading system. The grades considered satisfactory at another institution of higher education are transferred from the primary grading system into the secondary grading system using one of the following methods:

30.1. Based on the percentage distribution of satisfactory grades in the primary and secondary grading systems, considering the primary system's grade, corresponding to the same percentage of the students who passed, to be an equivalent of the secondary system's grade (the ECTS recommendations for the transfer of grades are provided in the Appendix 5);

30.2. Applying the formula provided in the Appendix 6, the lowest satisfactory grade of the grading system is projected to the middle of the adjacent interval, increasing the projection with each satisfactory grade in proportion, so that the highest satisfactory grade would be projected to the top of the last interval, corresponding to the highest satisfactory evaluation of the secondary system.

31. The method of the transfer of grades is chosen with consideration of the available information about the grading system used at the foreign institution of higher education, its grading criteria and practical application. If the information about the percentage distribution of grades is sufficient, the percentage distribution of grades in foreign institution of higher education is considered in every case and the method of the transfer of grades specified in the subparagraph 30.1 is applied. In case only partial information about distribution of grades is available, it can be considered while applying the method of the transfer of grades specified in the subparagraph 30.2.

32. If the grades of the primary grading system are provided in letters or words instead of the number, the numerical values are attributed to the marks and the transfer calculation is conducted using numbers.

33. Firstly, the marks are transferred to the secondary evaluation system. Then they are used in arithmetic calculations.

34. If the module's grade is a "pass", it is equivalent to the evaluation IT ("completed" / "pass") at the University.

35. The faculty's Vice-Dean for Studies (in case of the third cycle studies – the DPV) has the right to use other objective parameters, if available information is insufficient for the transfer of learning outcomes.

36. The transferred grades are entered in the tab for the recognition of learning outcomes (Appendix 4).

CHAPTER V FINAL PROVISIONS

37. If the person disagrees with the decision regarding the recognition of learning outcomes, when the recognition of the achieved learning outcomes and the learning achievements allegedly violates the academic ethics, the procedures and/or includes any technical errors, he/she has a right to submit an appeal in accordance with the Guidelines for the Submission and Processing of the Students' Appeals and Complaints at the University.

38. When the student who aims to apply for the recognition of the learning outcomes achieved at the University to at another institution of higher education, the University provides the transcript of records, the descriptions of the student's completed modules and other required information.

39. All the decisions related to the recognition of learning outcomes in the cases not established by the Guidelines are made by the Vice-Dean for Studies.

40. The Guidelines can be amended, supplemented or repealed by the order of the University's Rector.
