

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 Higher Education Schools 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 Higher Education Schools" 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 schools of higher education at the University and the procedure of their formalising.

3. The provisions of the Guidelines are applied to the persons who have graduated from, have studied or are studying in the Lithuanian or foreign schools of higher education under the study programmes of higher education and want to continue their first, second and third cycle studies at the University under the study programmes of first, second or third cycle non-university, university, integrated or professional studies, including their achieved learning outcomes under the same or different study programmes.

4. The faculty's Vice-Dean for Studies (in case of the third cycle studies – chairman of the committee for doctoral studies of science field, hereinafter – DKP) is responsible for the coordination of the study programme and its alternative modules (BA+ and MA+ competencies) and the assessment of the compliance of the modules (after consulting the head of the field's study programmes, hereinafter – SPV, regarding the content of modules), the making of the student's individual study plan and the recognition of learning outcomes. In case of the third cycle studies, the doctoral, after consulting his/her supervisor, is responsible for making of the student's individual study plan 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 studies abroad and the preparation of the documents of studies.

5. The learning outcomes are included if they comply with the essential expected outcomes of the study programme the student is studying, prefers to study, a part thereof or a study module.
6. The following can be included:
 - 6.1. Several studied modules as one;
 - 6.2. One studied module instead of several modules;
 - 6.3. A part of the studied module.
7. The acknowledgment of the competencies acquired via non-formal learning is conducted according to the University's Guidelines for the Evaluation of Learning Achievements and the Acknowledgement of Competencies Acquired 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 school of higher education.
9. The 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 approving the content of studies. If the learning outcomes have not been formally approved in advance, they may be not included.
10. If a student aims to complete a part of study modules at another school of higher education under the academic mobility programme, he / she signs an agreement on partial studies complying with the requirements of a specific mobility programme.
11. In case of the joint study programmes with Lithuanian or foreign schools of higher education, the learning outcomes are included based on the agreement on the implementation of a joint study programme without any individual 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. A student who wants to complete a part of the study modules at another Lithuanian or foreign school 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 school of higher education comply with the content of the modules of the study programme studied by the student and its alternatives (BA+ or MA+ competencies), there are no overlaps with the already studied modules.
13. A student submits a request (Appendix 2 or Appendix 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 (in case of the third cycle studies – to the DMK).

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 request regarding the partial studies. A 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. An academic transcript (certificate) of the completed modules, their scope in credits and their evaluation;

15.2. A certificate of the evaluation system for achievements used at the other school of higher education and/or percentage of the evaluations if this information is not specified in the academic transcript;

15.3. If the learning outcomes are obtained at the foreign school 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 paragraph 15 of the Guidelines.

17. A 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. 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 (the achievements of partial studies have negative evaluation, the collected number of study credits is insufficient), the University provides the conditions to complete the lacking study modules under the established procedure.

19. If there are no possibilities to study the chosen and approved study module or part thereof in other schools 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 on partial studies within one month after the beginning of his/her studies at the other school of higher education. After consulting the SPV (in case of the third cycle studies – the DKP), the TRK clarifies the student's study plan. A clarified study plan becomes an appendix to the agreement on partial studies. In this case, the University provides the conditions to complete the lacking study modules free of charge.

CHAPTER III RECOGNITION OF THE LEARNING OUTCOMES WITHOUT THE APPROVED CONTENT OF STUDIES

20. The learning outcomes of the person who studies at the University or other school of higher education without the approved content of studies are included after the evaluation of the formal requirements of the learning outcomes and their compliance with the subject requirements of the studied or preferred study programme.

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

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

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

21.2.1. 75% of the scope of the study programme or the first cycle studies which learning outcomes the student intends to have included;

21.2.2. 25% of the scope of the study programme or the second cycle studies which learning outcomes the student intends to have included;

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

21.3. The final project is not included;

21.4. The student's optional modules are included without limitations (not applied in case of the third cycle studies).

22. The person who wants the recognition of the learning outcomes obtained 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 – the DMK):

22.1. A request for the recognition of the modules completed at another school of higher education, specifying the intended or studied study programme which outcomes the student wants to have included;

22.2. The documents supporting learning outcomes and their copies (if the learning outcomes are obtained at a foreign school 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. A diploma of higher education, its supplement (appendix) and the descriptions of completed study modules if the person has obtained a higher education;

22.2.2. An academic transcript and the descriptions of completed study modules if the person has studied at the school of higher education but has not graduated;

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

23. If the person wants to include the learning outcomes obtained at the University, the documents specified in subparagraphs 22.2-22.3 do not have to be submitted.

24. The faculty's Vice-Dean for Studies, if needed, after consulting the, evaluates the suitability of the learning outcomes submitted for the recognition in the studied or preferred 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 suitability of the learning outcomes submitted for the recognition in the studied or preferred study programme.

25. If the learning outcomes are obtained at the foreign school of higher education, the faculty's TRK (in case of the third cycle studies – the DMK) specifies the status of the school of higher education: study cycle, type of studies and other required data; if needed, he/she can apply to

the Lithuanian or foreign school of higher education, the Centre for Quality Assessment in Higher Education or other institutions for the acquisition of the required information about the school 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 paragraph 22 of the Guidelines.

27. The Vice-Dean for Studies (in case of the third cycle studies – the DKP) may decide not to include the learning outcomes obtained without the approved content of studies or include them after an additional examination of knowledge.

28. A tab for the recognition of learning outcomes and the copies of the documents listed in paragraph 22 are stored in the student's personal file. 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 EVALUATION SYSTEM

29. The learning outcomes obtained by the student according to the approved content of studies are not transferred into the evaluation system used at the University. The recognition of learning outcomes is conducted by specifying the number of the obtained ECTS credits and the original evaluation. If the student has spent the entire academic year in partial studies abroad, at the student's submitted request, his/her learning outcomes obtained during the partial studies can be transferred into the evaluation system used at the University.

30. The learning outcomes obtained by the student without the approved content of studies are transferred into the evaluation system used at the University. The marks considered satisfactory at another school of higher education are transferred from the primary achievement evaluation system into the secondary achievement evaluation system using one of the following methods:

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

30.2. Applying the formula provided in Appendix 6, the lowest satisfactory mark of the achievement evaluation system is projected to the middle of the adjacent interval, increasing the projection with each satisfactory evaluation in proportion, so that the highest satisfactory evaluation 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 marks is chosen with consideration of the available information about the foreign country's achievement evaluation system, its criteria and practical application. If available information about the percentage distribution of marks is sufficient, the percentage distribution of marks in the country of origin is considered in every case and the method of the transfer of marks specified in subparagraph 30.1 is applied. In case only partial information

about distribution of marks is available, it can be considered while applying the method of the transfer of marks specified in subparagraph 30.2.

32. If the marks of the primary evaluation system are provided in letter 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 and only then, they are used in arithmetic calculations.

34. If a module's evaluation is "pass", it is equivalent to the evaluation "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 evaluations are entered in the tab for the recognition of learning outcomes (Appendix 4).

CHAPTER V FINAL PROVISIONS

37. If a 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 applied at the University.

38. The University provides the student who wants to include the learning outcomes obtained at the University at another school of higher education with 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.
