

PANEVĖŽIO KOLEGIJA

DESCRIPTION OF THE PROCEDURE FOR RECOGNITION OF PARTIAL STUDY RESULTS AND COMPETENCES ACQUIRED THROUGH FORMAL EDUCATION

Unofficial English translation. In case of discrepancies, the Lithuanian version shall prevail.

I. GENERAL PROVISIONS

1. This Description of the Procedure for Recognition of Partial Study Results and Competences Acquired through Formal Education at Panevėžio kolegija (hereinafter - the Description) establishes the principles and procedure for formalising the recognition at Panevėžio kolegija of study results achieved by a person at higher education institutions in Lithuania and in foreign countries (hereinafter - study results), as well as the recognition of competences acquired through formal education.

2. The procedure for the recognition of study results and competences acquired through formal education has been prepared in accordance with the Law on Higher Education and Research of the Republic of Lithuania, the Description of the Procedure for Recognition of Results of Partial Studies at Higher Education Institutions approved by the Minister of Education, Science and Sport of the Republic of Lithuania, and the Description of the Procedure for Recognition, as Part of a Study Programme, of Competences Acquired through Formal Education by Persons Wishing to Continue Studies at a Higher Education Institution.

3. The Description applies to persons who have completed, studied or are studying under higher education study programmes at Lithuanian or foreign higher education institutions, as well as to persons who have acquired, or have had recognised, a qualification of at least Level 4 according to the Description of the Lithuanian Qualifications Framework approved by the Government of the Republic of Lithuania and who wish to continue studies at Panevėžio kolegija under the same or other college study programmes by recognising their previously achieved study results.

4. The following concepts are used in this Description:

4.1. partial studies - a student's study of part of a study programme providing knowledge and skills that are assessed and confirmed by a certificate of study results or a certificate of completed studies/traineeship;

4.2. partial studies agreement - an agreement signed by the heads of Panevėžio kolegija and the sending and receiving higher education institutions, or by their authorised persons, and by the student sent for partial studies or traineeship. The agreement establishes the receiving party's obligation to provide conditions for the student to study, sets requirements for the student, and regulates the financial and other relations between the parties. If a student is sent for partial studies or traineeship under European Union programmes, the partial studies agreement is prepared in accordance with ECTS (European Credit Transfer and Accumulation System) requirements;

4.3. partial study results recognition card - a document issued to a person recording the recognised modules (subjects), the equivalents of the scope of the module (subject), and the grade equivalents (Appendix 2);

4.4. recognition card for results of partial studies at a foreign higher education institution - a document issued to a person recording the recognised modules (subjects), their translation into Lithuanian, the equivalents of the scope of the module (subject), and the grade equivalents (Appendix 4);

4.5. module (subject) description - a document stating the title and scope of a study module (subject), the main learning outcomes of the module (subject), study methods and methods for assessing student achievements (Appendix 1);

4.6. certificate of study results - a document issued to a person on their study results (modules (subjects) attended and successfully completed) (Appendix 5);

4.7. vocational training - training according to vocational training programmes that helps a person acquire or improve a qualification;

4.8. formal education - education provided according to education programmes approved and registered in accordance with the procedure established by legal acts of the Republic of Lithuania, the completion of which results in primary, basic, secondary or higher education and/or a qualification, or in the recognition of a competence required to perform work or functions regulated by law;

4.9. recognition card for competences acquired through formal education as part of a study programme - a document issued to a student who has previously acquired, or has had recognised, a qualification of at least Level 4 according to the Description of the Lithuanian Qualifications Framework, recording the results of recognition of their competences as part of a study programme (Appendix 3);

4.10. other concepts used in the Description correspond to the concepts used in the Law on Education of the Republic of Lithuania, the Law on Higher Education and Research of the Republic of Lithuania and College documents.

II. RECOGNITION OF PARTIAL STUDY RESULTS AND COMPETENCES ACCORDING TO AGREED STUDY CONTENT

5. The study results of a person who studied at another Lithuanian or foreign higher education institution under a partial studies agreement, or on another lawful basis under which the study content was agreed, are recognised without restrictions provided that no violations of the requirements of the agreement or other document under which the study content was agreed are identified in relation to the modules (subjects) studied.

6. Where a person's acquired competences are recognised under an agreement concluded between a vocational training provider and a higher education institution that aligns the content of the relevant vocational training programme and study programme, the competences acquired through formal education are recognised and credited as part of the study programme provided that no violations of the requirements of the agreement or other document under which the study content was agreed are identified in relation to the modules (subjects) completed.

7. A person wishing to have partial study results recognised or acquired competences recognised (except where the student participated in partial studies or traineeship under European Union programmes) shall, within 10 (ten) working days from the beginning of the new semester (this time limit may be disregarded if the person does not intend to apply for a reduction of the current semester tuition fee), submit:

7.1. an application to the dean of the faculty indicating the study programme for which the person seeks recognition of study results;

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

7.3. a document certifying completion of part of a study programme (certificate of study results, study certificate, academic transcript or another document);

7.4. a vocational training diploma and qualification certificate and their supplements (if any), confirming that the person has acquired a qualification of at least Level 4, together with the description of the vocational training programme;

7.5. payment of the fee established by the College Council.

8. The Chair of the Study Field Programme(s) Committee (hereinafter - the Chair of the SFP Committee) assesses whether the submitted document complies with the formal requirements.

9. On the basis of a certificate or a certificate of completed studies/traineeship issued by another higher education institution, the Chair of the SFP Committee completes the study results recognition card in two copies (Appendix 2 - where partial study results acquired at Lithuanian higher education institutions are recognised; Appendix 4 - where partial study results acquired at foreign higher education institutions are recognised). If a person submits a certificate issued by a vocational training provider confirming competences acquired through formal education, the Chair of the SFP Committee completes, in two copies, the card for recognition of competences acquired through formal education as part of a study programme (Appendix 3). The dean of the faculty approves the prepared cards by signature and the faculty stamp.

10. If, due to circumstances beyond the student's control, some modules (subjects) provided for in the agreed study content were not completed, upon returning to continue studies the student must be given an opportunity to complete the missing scope of modules (subjects) and be assessed free of charge.

11. In accordance with the European Credit Transfer and Accumulation System, the results of a student's studies at a foreign higher education institution are converted into a national grade using the scale for conversion of ECTS grades into the ten-point grading system.

Table 1

Scale for conversion of ECTS grades into the ten-point grading system

ECTS grade	Achievement of subject objectives (%)	National grade	Description	Result
A	100-96	10	Excellent, exceptional knowledge and skills	Passed
B	95-86	9	Strong, good knowledge and skills	
C	85-76	8	Knowledge and skills above average	
D	75-66	7	Average knowledge and skills; minor errors are present	
E	65-61	6	Knowledge and skills are below average; there are errors	
E	60-46	5	Knowledge and skills meet the minimum requirements	
FX	45-36	4	Minimum requirements are not met	Failed
FX	35-26	3	Minimum requirements are not met	
F	25-16	2	Minimum requirements are not met	
F	15-0	1	Minimum requirements are not met	

12. A subject assessed at a foreign higher education institution with the entry "passed" is recognised at Panevėžio kolegija by entering "passed" in the recognition card for results of partial studies at a foreign higher education institution (Appendix 4).

III. RECOGNITION OF PARTIAL STUDY RESULTS AND COMPETENCES ACCORDING TO NON-AGREED STUDY CONTENT

13. The partial study results of a person who studied at a Lithuanian or foreign higher education institution according to non-agreed study content are recognised if they substantially correspond to the learning outcomes and content of a similar module (subject) provided for in the study programme being studied or intended to be studied.

14. The competences acquired by a person who studied at a vocational school according to non-agreed study content and acquired a qualification of at least Level 4 are recognised as study results and credited if they substantially correspond to the learning outcomes and content of a similar module (subject) provided for in the study programme being studied or intended to be studied.

15. A person wishing to have partial study results recognised and/or acquired competences recognised shall, within 10 (ten) working days from the beginning of the new semester (this time limit may be disregarded if the person does not intend to apply for a reduction of the current semester tuition fee), submit:

15.1. an application to the dean of the faculty indicating the study programme for which the person seeks recognition of study results;

15.2. documents relating to the partial study results requested to be recognised and/or competences requested to be recognised:

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

15.2.2. a document certifying completion of part of a study programme (certificate of study results, study certificate, academic transcript or another document);

15.2.3. a vocational training diploma or qualification certificate and their supplements (if any), confirming that the person has acquired a qualification of at least Level 4, together with the description of the vocational training programme;

15.2.4. descriptions of completed and positively assessed study modules (subjects), or other information on the learning outcomes of the modules (subjects). Descriptions of modules (subjects) need not be submitted only if the person is studying, studied (but did not complete studies), or acquired higher education at Panevėžio kolegija.

15.3. payment of the fee established by the College Council.

16. The Chair of the SFP Committee, acting in accordance with legal acts of the Republic of Lithuania, assesses the formal requirements of the studies:

16.1. the status of the Lithuanian or foreign higher education institution or vocational training provider; where necessary, the Chair may contact other institutions to obtain the required information about that higher education institution or vocational training provider;

16.2. the type of studies, type of study programme, mode of study, level of the acquired qualification according to the Lithuanian Qualifications Framework, etc.

17. On the basis of the documents specified in paragraph 15, the Chair of the SFP Committee assesses the correspondence of the person's achieved study results and/or competences acquired through formal education to the subject-specific requirements of the study programme being studied or intended to be studied:

17.1. a study field module (subject) or traineeship is recognised if its scope is at least two thirds of the scope of a similar study field module (subject) or traineeship provided for in the study programme being studied or intended to be studied and if it corresponds to the essential learning outcomes and main content;

17.2. a general study module (subject) is recognised if it corresponds to the essential learning outcomes and main content of the modules (subjects) in that part of the programme;

17.3. competences acquired through formal education are recognised if they substantially correspond to the learning outcomes and content of a module (subject) provided for in the study programme being studied or intended to be studied;

17.4. student elective modules (subjects) are recognised without restrictions;

17.5. the final thesis (project) and/or final examination are not recognised;

17.6. a module (subject), including traineeships, assessed with the entry "passed" is not recognised;

17.7. the Chair of the SFP Committee may refuse to recognise a study field module (subject) if the time elapsed since the studies has resulted in the content of the module (subject) no longer meeting the subject-specific requirements;

17.8. in modular study programmes, individual subjects forming part of a module may be recognised in accordance with the requirements described above; however, the student must take the integrated module examination (project);

17.9. no more than 75 per cent of the scope of the study programme being studied or intended to be studied may be recognised;

18. Taking into account the proposal of the Chair of the SFP Committee, the final decision on recognition of study results is made by the dean of the faculty.

19. The partial study results recognition card (Appendices 2 and 4) or the recognition card for competences acquired through formal education as part of a study programme (Appendix 3), prepared in two copies, is approved by the dean of the faculty by signature and the faculty stamp.

IV. FORMALISATION OF THE RECOGNITION OF PARTIAL STUDY RESULTS AND COMPETENCES

20. A decision on the recognition of partial study results and/or competences is made no later than within 10 (ten) working days from the date of receipt of the documents listed in the Description.

21. The recognition of partial study results and/or competences is formalised by a partial study results recognition card and/or a card for recognition of competences acquired through formal education as part of a study programme, registered at the faculty.

22. A copy of the card is issued to the person who requested recognition of partial study results and/or competences acquired through formal education. The original card is kept in the student's personal file.

23. Students studying in a state non-funded study place whose partial study results and/or competences acquired through formal education have been recognised may submit an application to the dean of the faculty for a reduction of the semester tuition fee. Applications for a reduction of the semester tuition fee may be submitted within one month from the beginning of the semester for which the reduction is requested. Applications submitted later for a reduction of the tuition fee for the current semester are not considered.

V. ISSUING CERTIFICATES OF ACHIEVED STUDY RESULTS AND MODULE (SUBJECT) DESCRIPTIONS

24. A person who studied but did not complete studies, or who is currently studying at the College and wishes to receive a certificate of study results (Appendix 5), shall contact the administrator of the Study, Career and Employment Centre.

25. A person who completed studies, studied but did not complete studies, or is currently studying at the College and wishes to receive descriptions of modules (subjects) (Appendix 1) shall contact the faculty secretary.

26. A person who has completed a study programme and received a diploma and its supplement is not issued a certificate of study results.

27. A certificate of achieved study results is issued within 10 (ten) working days from the date of submission of the application. The certificate is prepared by the administrator of the Study, Career and Employment Centre, approved by the signature and stamp of the Head of the Study, Career and Employment Centre, and by the signature of the dean of the faculty.

28. Descriptions of modules (subjects) are issued within 10 (ten) working days from the date of submission of the application. The descriptions of modules (subjects) prepared by the Chair of the SFP Committee are approved by the dean of the faculty.

29. A person wishing to receive a certificate of study results and/or descriptions of modules (subjects) must pay the fee established by the College Council.

VI. PROCEDURE FOR SUBMISSION AND EXAMINATION OF APPEALS

30. If a person disagrees with the decision on recognition of study results, they have the right to submit an appeal to the Director of the College within 10 (ten) days. The appeal shall be accompanied by the originals or notarised copies of documents certifying the achieved study results and/or competences acquired through formal education.

31. Appeals are examined by an Appeal Commission (hereinafter - the Commission) consisting of 5 (five) members, appointed by order of the Director. The Commission must include at least one representative of the Student Representation.

32. A meeting of the Commission is convened within one month from the date of submission of the appeal. The Commission makes a decision within 10 (ten) working days and informs the person who submitted the appeal in writing. The Commission's decision on the recognition of partial study results and/or competences acquired through formal education is final.

VII. FINAL PROVISIONS

33. The Description is approved and amended by resolution of the Academic Council.

34. Other issues relating to the recognition of partial study results and competences acquired through formal education at Panevėžio kolegija that are not covered by this Description are decided by the dean of the faculty in agreement with the Deputy Director for Studies.