

APPROVED
at the Academic Council
meeting No AT-03 of
Vilnius Business College
on 28/08/2020

PROCEDURE FOR CREDITING STUDY OUTCOMES AT VILNIUS BUSINESS COLLEGE

I. GENERAL PROVISIONS

1. The Procedure for Crediting Study Outcomes at Vilnius Business College has been prepared in accordance with the Outline of the Procedure for Crediting Partial Study Results at Higher Education Institutions, approved by the Order of the Minister of Education, Science and Sport No. ISAK-1174 dated 6 August 2020.

2. The Procedure for Crediting of Study Outcomes (hereinafter referred to as the "Crediting Procedure") establishes the principles and the procedure for crediting study outcomes (hereinafter referred to as the "Study Outcomes") achieved by a person in higher education institutions of Lithuania or foreign countries at Vilnius Business College (hereinafter referred to as the College).

3. The procedure of crediting shall apply to persons (except for first year applicants) who have graduated, studied or are studying in higher education institutions of Lithuania or foreign countries according to higher education study programmes and who wish to continue their studies at the College, including the outcomes of their studies achieved according to the same or other study programmes at the College.

4. Terms used in the crediting procedure:

study outcomes - the totality of knowledge and abilities acquired during studies, the scope of which is defined in terms of credits and the level of which is assessed by a grade;

higher education institution - a Lithuanian higher education institution as defined in the Law on Higher Education of the Republic of Lithuania;

'partial studies' means a student's period of study at another higher education institution or at a foreign higher education institution;

partial study agreement - an agreement signed by the heads of a Lithuanian higher education institution and a foreign higher education institution - the sending and the receiving higher education institution - and their authorised persons and the student being sent for partial study, which sets out the host country's obligation to provide the student with the conditions for his or her studies, sets out the requirements for the student, and establishes the parties' financial and other relationships; if the student is being sent for partial study under the programmes of the European Union, the agreement for partial study should be drawn up in accordance with the requirements of the ECTS (European Credit Transfer System);

course description - a document containing the title of the course of study (hereinafter referred to as 'course'), its scope, a description of the objectives, a brief description of the content, the methods

of study (theory, practice, independent study) and the form of assessment (credit or assessment by grade);

subject requirements - the requirements set by the College for the aims, content and scope of each subject;

subject (module) - a part of a study programme with a defined number of credits, an objective based on study outcomes, the achievement of which is assessed by a single final examination (examination or other form).

certificate of studies (academic certificate) - a document issued to a person on the results of studies;

study outcomes crediting card - a document issued to a person to record the decision on the crediting of study results;

International Studies Coordinator - a person appointed by the Director of the College who is responsible for the crediting of study outcomes in accordance with the agreed content of studies.

foreign higher education institution - a higher education institution of a foreign state.

II. CREDITING OF STUDY OUTCOMES IN ACCORDANCE WITH THE AGREED STUDY CONTENT

5. The outcomes of studies of a person who has studied at a foreign higher education institution under a partial study agreement, an agreement concluded between the College and a foreign higher education institution, or on any other lawful basis, shall be credited without limitations, provided that no breaches of the requirements of the agreement or any other document on the basis of which the content of studies has been agreed have been detected in respect of the subjects studied.

6. A person who wishes to have the outcomes of his/her studies credited shall submit to the College a study certificate (academic certificate) on the courses taken and credited.

7. The crediting of courses shall be formalised and a study outcomes crediting card for courses studied in a foreign higher education institution shall be prepared by the Coordinator of International Studies of the College in accordance with the form given in Appendix 1.

8. If, through no fault of the sending person, there are any subjects which have not been taken and credited in accordance with the agreed content of the studies, it must be possible for the person to take and credit the missing subjects free of charge when he/she returns to continue his/her studies.

III. CREDITING OF STUDY OUTCOMES BASED ON UNMATCHED STUDY CONTENT

9. The outcomes of studies of a person who has studied or is studying at the same or another higher education institution or at a foreign higher education institution on the basis of an unmatched content of studies shall be credited after an assessment of the formal requirements of the outcomes of the studies and the compliance with the subject requirements of the desired study programme.

10. A person who wishes to have his/her study outcomes credited shall submit the following to the Study Coordinator of the College:

10.1. an application for the crediting of study subjects, specifying the study programme under which he/she intends to study;

10.2. documents on the outcomes of the studies:

10.2.1. the diploma, its supplement (appendix) and course descriptions (at the request of the head of the programme and or the head of the department), if the person has completed a higher education degree;

10.2.2. a study certificate (academic certificate) and course descriptions if the person is a student of a higher education institution or a foreign higher education institution, or if he/she has studied but not completed his/her studies;

10.2.3. if the person wishes to have the outcomes of his/her studies at the same higher education institution where he/she is studying, has obtained higher education or has studied but not completed his/her studies credited, the course descriptions are not required.

11. The Study Coordinator shall assess the formal requirements for studies in accordance with the legislation of the Republic of Lithuania:

11.1. the status of the higher education institution or foreign higher education institution; if necessary, he/she may apply to other institutions to obtain the necessary information about that higher education institution;

11.2. on the basis of the documents submitted by the person - type of study programmes, form of study, etc.

12. If the applicant's documents meet the prescribed formal requirements, the Head of the Department shall assess the relevance of the study results and the subject requirements of the intended programme of study on the basis of the diploma supplement (appendix), the study certificate and the course descriptions.

12.1. a course of study shall be credited if it is at least two-thirds the size of a comparable course of study in the programme of study to be followed and if it fulfils the essential outcomes and the main content of the course or, if there is no suitable comparable course of study, meets the general requirements laid down in the general requirements for the subjects in these parts of the programme and provides the knowledge and competences prescribed in that part of the programme;

12.2. the student's free choice of subjects shall be credited without restriction upon request;

12.3. the final thesis/project is not creditable;

12.4. no more than 75 % of the intended programme of study may be credited;

13. Credit may be awarded for courses taken if the subject requirements of the programme being studied or intended to be studied are met:

13.1. several studied subjects may be credited as one;

13.2. to count one studied subject as several;

13.3. credit for a part of a course of at least 3 credits.

IV. DOCUMENTATION OF STUDY RESULTS

15. The decision on the crediting of study outcomes shall be documented by a study outcomes crediting card, the original of which shall be kept at the College in a separate binder, a copy of which shall be kept in the personal file, and a copy shall be issued to the person who wishes to have study outcomes credited.

16. The titles of the modules (subjects) credited, their volume in study credits converted to the credit system applied at the higher education institution, and the grades converted to the assessment system applied at the higher education institution shall be recorded in the appendix to the diploma issued or in the academic study certificate. If the module/subject has been taken at another higher education institution, the name of the higher education institution shall be indicated in a footnote.

V. FINAL PROVISIONS

17. If a person disagrees with the decision on the crediting of study results, he/she has the right to appeal to the Director of the College within 10 days in accordance with the VBC's appeals procedure.
