



VILNIUS ACADEMY OF ARTS

PROCEDURE FOR RECOGNISING LEARNING OUTCOMES AT THE VILNIUS ACADEMY OF ARTS

I. GENERAL PROVISIONS

1. The Procedure for Recognising Learning Outcomes at the Vilnius Academy of Arts (hereinafter referred to as the “Procedure”) establishes the procedure for recognising learning outcomes achieved by a person in other higher education institutions (hereinafter referred to as the “Learning Outcomes”) at the Vilnius Academy of Arts (hereinafter referred to as the “Academy”) and principles of issuance and procedure of formalization of academic certificates on Learning Outcomes that were achieved at the Academy and are sought to be accepted in other higher education institutions.

2. The Procedure was drawn up in accordance with the Law on Science and Studies of the Republic of Lithuania (Official Gazette, 2009, No. 54-2140), Order of the Minister of Education and Science No. ISAK-1603 of 12 November 2003 on the Procedure for Recognising Learning Outcomes (Official Gazette, 2003, No. 109-4899), Regulations on Studies of the Academy (approved by the Senate on 16 January 2013, minutes No. S-1), resolutions of the Government of the Republic of Lithuania and legislation regulating study processes that were adopted by the Ministry of Education and Science.

3. The Procedure applies to persons (except first year entrants) who have graduated, studied, or are studying in higher education institutions according to higher education study programmes and who wish to continue their studies and want their Learning Outcomes to be accepted when studying the same or other first cycle, second cycle, and third cycle university study programmes at the Academy.

4. Terms used in the Procedure

4.1. **Part-time Studies** mean a stage of studies of a student who has gone to study under a part-time studies agreement at another higher education institution.

4.2. **Part-time Studies Agreement** means an agreement signed by the head of the Academy and head of another higher education institution or persons authorised by them and the student sent for part-time studies which stipulates the obligation of the host higher education institution to create conditions for the student to study, sets out the requirements the student must meet, and establishes financial and other relations between the parties.

4.3. **Subject Requirements** mean the requirements specified in the study programme for the objectives, content, and scope of each study subject.

4.4. **Curator** means a person who was proposed by the Study Programme Committee and appointed by the dean of the faculty and is responsible for the recognition of Learning Outcomes and assesses the compliance of Learning Outcomes with the subject requirements of the desired study programme.

4.5. **Academic Certificate (hereinafter referred to as the “Certificate”)** means a document on Learning Outcomes which is issued to a person.

4.6. **Type of Study Programmes** means a parameter used to classify study programmes according to study objectives, degree of complexity, scope, and acquired qualification (non-university studies, university first cycle (bachelor) studies, second cycle (master) studies, third cycle (doctoral) studies, special vocational studies, integrated studies, and non-degree studies).

4.7. **Learning Outcomes** mean the totality of knowledge and skills acquired during studies, the scope of which is defined by credits and the level of which is defined by grades.

4.8. **Learning Outcomes Recognition Card** means a document in which the names of the recognised subjects (their translation into Lithuanian) and the equivalents of the scope of the subject and the grade are recorded.

II. RECOGNISING LEARNING OUTCOMES ACCORDING TO COORDINATED STUDY CONTENT

5. Personal Learning Outcomes must be recognised without restrictions if they meet at least one of the following requirements:

5.1. the Learning Outcomes have been achieved during previous studies at the Academy and the study programme or subject whose outcomes are to be recognised has not changed substantially;

5.2. the Learning Outcomes were achieved in another higher education institution under a Part-time Study Agreement.

6. The Learning Outcomes Recognition Card of a person who has previously studied at the Academy must not be filled in. A person who wishes to have his/her Learning Outcomes of the previous studies at the Academy recognised must submit an application to the Curator of the study programme which he/she is studying or intends to study indicating the study programme according to which the Learning Outcomes should be recognised. Learning Outcomes are recognised if the scope of Learning Outcomes of the studied subject correspond to at least two thirds of the scope of Learning Outcomes of the relevant study subject. The recognition of Learning Outcomes is formalized in the minutes of the meeting of Study Programme Committee.

7. A person who has studied at another higher education institution under a Part-time Studies Agreement must submit a certificate on the subjects the lectures of which he/she attended (including knowledge assessment) to:

7.1. the International Relations Department if he/she studied at a foreign higher education institution;

7.2. the Curator of the study programme which he/she is studying if he/she studied at a Lithuanian higher education institution.

The Department of International Relations or the Curator of the study programme must record the Learning Outcomes in a Learning Outcomes Recognition Card (Annex 1).

8. If a student who began his/her studies according to the Part-time Studies agreement has not attended all the lectures of relevant subjects (in accordance with the coordinated study content) at the Academy and his/her knowledge was not assessed through no fault of his/her own, upon his/her return to continue studies, conditions for the assessment of the student's knowledge on the remaining scope of the subject must be created.

III. RECOGNISING LEARNING OUTCOMES ACCORDING TO A NON-COORDINATED STUDY CONTENT

9. A person wishing to have his/her learning outcomes (the content of which is not coordinated with the Academy in at least one of the ways specified in paragraph 5 of this Procedure) recognised must submit to the Curator of the study programme which he/she is studying or intends to study:

9.1. an application indicating the study programme according to the learning outcomes should be accredited;

9.2. documents on Learning Outcomes:

9.2.1. a diploma, supplement (annex) thereof, and annotation of subjects if the person has acquired a higher education degree;

9.2.2. a certificate of the higher education institution where the Learning Outcomes to be recognised were achieved and an annotation of subjects if the person has not completed studies or if a diploma supplement (annex) has not been issued although the studies were completed.

10. The Curator must evaluate the compliance of the studies, the results of which are to be recognised, with the requirements of legislation and must:

10.1. verify if the higher education institution where the Learning Outcomes were achieved is recognized. If necessary, the Curator may contact other institutions to obtain necessary information about the relevant higher education institution;

10.2. check the compliance of the type of studies, type of study programmes, form of studies, and other features of studies with the study system of the Academy;

10.3. contact the Study Programme Committee in case of complex issues.

11. The Curator, based on the information provided in the diploma supplement (annex) or the certificate and subject annotation, must evaluate the compliance of the Learning Outcomes and the subject requirements of the programme to be studied and fill in the Learning Outcomes Recognition Card (Annex 1).

11.1. Learning Outcomes are recognised if their scope is at least two thirds of the scope of Learning Outcomes of a similar study subject specified in the study programme and corresponds to the essential objectives of the study subject and the main parts of the subject content or, when there is no suitable comparable subject, if the Learning Outcomes meet the general requirements established for the subjects of that study programme and provide knowledge and skills specified in that study programme.

11.2. The Learning Outcomes of the optional subjects are recognised within the limits of the programme according to which the Learning Outcomes are to be recognised.

11.3. The final thesis, final project and/or final exam are not recognised.

11.4. The total scope of Learning Outcomes of non-university study subjects, which are recognised instead of the basic study subjects or special subjects of the university first cycle study programme to be studied, may not exceed half of the scope of the university first cycle study programme to be studied.

11.5. No more than 75 percent of the scope of the study programme to be studied can be recognised.

12. The final decision on the recognition of Learning Outcomes must be made by the Study Programme Committee within one month from the date of receipt of all the documents listed in paragraph 9 of this Procedure taking into account the proposals of the Curator. The recognition of Learning Outcomes is formalized in the minutes of the meeting of Study Programme Committee.

13. A person who wishes to have the outcomes of his/her learning at the Academy recognised in another higher education institution must apply to the dean of the faculty for the issuance of a certificate.

IV. FORMALISATION OF THE RECOGNITION OF LEARNING OUTCOMES

14. The decision on the recognition of Learning Outcomes must be formalized by issuing a Learning Outcomes Recognition Card or in the minutes of the meeting of the Study Programme Committee.

15. The names, scope in credits, and evaluations of the subjects whose Learning Outcomes have been recognised must be recorded in the supplement (annex) of the issued diploma and in the certificate instead of the subjects specified in the study programme. The abbreviation of the name of the higher education institution where the subject whose Learning Outcomes were recognised was studied must be indicated in parentheses next to the name of the recognised subject. All abbreviations must be explained and the name of the higher education institution must be written at the end of the list of subjects.

16. The names of subjects, assessments, name of the country, name of the higher education institution, and other data related to the recognition of Learning Outcomes must be recorded in the certificate in Lithuanian and in the diploma supplement in Lithuanian and English.

V. FINAL PROVISIONS

17. If a person does not agree with the decision on the recognition of Learning Outcomes, he/she has the right to appeal. The procedure for appealing the learning outcomes established in the Study Regulations of the Academy must be applied to the appeal process *mutatis mutandis*.

18. The recognition of Learning Outcomes of additional studies at the Academy is regulated by the Description of Additional Studies at the Vilnius Academy of Arts (approved by the Senate on 23 March 2011, minutes No. S-2).

**CARD OF THE RECOGNITION OF LEARNING OUTCOMES ACHIEVED IN ANOTHER HIGHER EDUCATION INSTITUTION AT THE
VILNIUS ACADEMY OF ARTS**

NO.

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_____ student of the faculty (division) _____, _____,
name of the faculty (division) *name and surname* *personal identification No.*

studying _____ study programme _____,
study form *name of the study programme* *state code*

from _____ until _____ according to _____
_____ programme

studied at _____, _____
name of the higher education institution *name of the country*

During the semester of _____ the student has attended lectures of the following subjects and received the following grades.
study years

No.	Study subjects the lectures of which were attended in another higher education institution (hereinafter referred to as the HEI)			Scope of the study subject	Academic hours (if any)	Grade		
	In the original language	In English	In Lithuanian	ECTS credits		HEI	ECTS	Equivalent in VAA
1.								
2.								
3.								
4.								
5.								
6.								
7.								
				Total				

Description of the assessment system (required if there is no ECTS grade)

No.	Study subjects the lectures of which were attended in another higher education institution and recognised at the VAA	Equivalents in VAA
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Chief of the programme _____

name and surname

signature

date

Dean of the faculty _____

name and surname

signature

date

