



## SENATE OF MYKOLAS ROMERIS UNIVERSITY

### RESOLUTION REGARDING APPROVAL OF THE PROCEDURE FOR RECOGNITION OF ACADEMIC CREDITS AT MYKOLAS ROMERIS UNIVERSITY

3 June 2011, No. 1SN-36  
Vilnius

Following Order of the Minister of Education and Science of the Republic of Lithuania of 12 November 2003 No. ISAK-1603 "On the Procedure for Crediting Study Results" (Official Gazette *Žinios*, 2003, No. 109-4899; Official Gazette *Žinios*, 2006, No. 78-3089), the Senate of Mykolas Romeris University hereby r e s o l v e s:

1. To approve:

1.1. The Procedure for Recognition of Academic Credits at Mykolas Romeris University (enclosed).

1.2. Template of the Card of Academic Credit Award (enclosed).

2. To establish that the recognition of academic credits of the undergraduate (bachelor's) studies and graduate (master's) studies at Mykolas Romeris University shall be the responsibility of faculty deans, and the recognition of academic credits of post-graduate (doctor's) studies - the Doctoral Commission of a respective discipline.

3. To invalidate:

3.1. Resolution of the Senate of 30 September 2008 No. 1SN-10 "On the Approval of the Procedure for Crediting Study Results at Mykolas Romeris University".

3.2. Resolution of the Senate of 5 February 2010 No. 1SN-8 "On the Amendment of paragraphs 4.1 and 12 of the Procedure for Crediting Study Results at Mykolas Romeris University approved by Resolution No. 1SN-10 of the Senate of Mykolas Romeris University on 30 September 2008".

*I hereby promulgate this Resolution adopted by the Senate of Mykolas Romeris University.*

*RECTOR OF THE UNIVERSITY*

*PROF. DR. ALVYDAS PUMPUTIS*

Approved  
by the Senate of Mykolas  
Romeris University  
3 June 2011  
Resolution No. 1SN-36

## **PROCEDURE FOR RECOGNITION OF ACADEMIC CREDITS AT MYKOLAS ROMERIS UNIVERSITY**

### **I. GENERAL PROVISIONS**

1. The Procedure for Recognising Academic Credits at Mykolas Romeris University (hereinafter – the Procedure) establishes the crediting of studying results achieved in other higher education schools and international academic organisations (hereinafter – studying results) at Mykolas Romeris University (hereinafter – the University) and the principles of issuance and formal execution of certificates about the studying results achieved at the University intended to be transferred to other higher education schools.

2. The Procedure shall apply to persons who have completed, studied or will study in other higher education schools according to the study programmes of higher education and in international academic organisations according to targeted programmes and willing to continue the studies transferring the studying results they have achieved according to the same or other university undergraduate, graduate and post-graduate programmes at the University.

3. The concepts used in the Procedure:

3.1. **Part-time studies** mean studying according to an element of the study programme conferring knowledge and skills, which are assessed and certified by a certificate.

3.2. **Contract of part-time studies** means an agreement signed by the heads of the University and of another higher education school or by their authorised persons and by the student referred for part-time studies laying down the obligation of the receiving higher education school to create conditions for the student to study, sets forth requirements for the student, specifies financial and other relations of the parties.

3.3. **Description of the subject (module) of studies** means a document stating the name of the subject (module), the scope of the subject (module) in credits and hours (specifying the scope of contact and independent work in hours), objectives, links among results of programme studies, results of subject (module) studies, methods of studies and assessment methods, assessment criteria, content of the subject (module) of studies, principal and supplementary literature, developers of the description of the subject (module) of studies.

3.4. **Subject requirements** mean the requirements set by the University for the objectives, content and scope of each subject (module) of studies.

3.5. **Academic Credit Recognition Co-ordinator (hereinafter – the Co-ordinator)** means the person appointed by the Faculty Dean (Director of the Institute) to be in charge of the academic recognition of credits.

3.6. **Academic Credit Recognition Administrator (hereinafter – the Administrator)** means the person appointed by the Faculty Dean (Director of the Institute) to assess the compliance of study results with the subject requirements of the desirable programme of studies.

3.7. **Certificate of studies** means a document issued to the person about studying results (for example, an academic certificate).

3.8. **Type of programmes of studies** means a parameter used to classify the programmes of studies by the objectives, degree of complexity, scope of studies and the qualification acquired

(non-university studies, university undergraduate (bachelor) studies, graduate (master) studies, post-graduate (doctoral) studies, special professional studies, integrated studies).

3.9. **Studying results** mean the entirety of knowledge and skills acquired during the studies the scope whereof is defined in credits and the level is rated by an assessment (a grade or credit).

3.10. **Card of Academic Credit Award** means a document stating the titles of the subjects credited (their translation into Lithuanian), equivalents of the subject scope and assessment.

## **II. TRANSFER OF ACADEMIC CREDITS ACCORDING TO APPROXIMATED CONTENT OF STUDIES**

4. The studying results of a person shall be transferred without restrictions, if they are approximated with the studies offered at the University in at least in one of the following ways:

4.1. the studying results have been acquired during earlier studies at the University and the programme of studies or the subject the transfer of the results whereof is sought are unchanged, in principle;

4.2. the studying results have been acquired in part-time studies in another higher education school that the University has an exchange agreement.

5. The Academic Credit Transfer Card of the person who has studied at the University before shall not be filled out. The studying results shall be transferred if the content of the programme of studies of the subject corresponds to no less than two thirds of the content scope of the subject effective at present. The transfer of the studying results shall be formalised by an order of the dean (director of the institute).

6. The person willing to have the earlier results of his/her studying at the University transferred, shall submit an application to the Academic Credit Recognition Co-ordinator of the faculty where he/she studies or intends to study; he/she shall indicate in the application the study programme under which he/she is willing to have the study credits transferred and the study credits wanted to be transferred. The person who studied in another higher education school shall submit the documents lists in paragraph 9 of this Procedure.

7. If the transcript of records certifying part-time studies abroad has been issued in another language than English, the student shall provide the original and its official translation into Lithuanian certified by a translation agency. If the student leaves for part-time studies without completing some subjects according to the agreed curriculum, it shall be made possible for him/her to account for the missing extent of the study subjects upon return to continue the studies. The credits accumulated during part-time studies abroad are recorded in the Diploma Supplement.

8. The person willing to have his/her study results at the University transferred in another higher education school shall print out the descriptions of the subjects he/she studied as announced in the information system of the University; the descriptions shall be signed by the Academic Credit Recognition Co-ordinator.

## **III. TRANSFER OF ACADEMIC CREDITS ACCORDING TO NON-APPROXIMATED CURRICULUM**

9. The person willing to have the study results transferred where the curriculum has not been approximated with the University shall submit to the Academic Credit Recognition Co-ordinator of the faculty the following documents at least in one of the methods referred to in paragraph 4 of this Procedure:

9.1. an application stating the study programme under which he/she is willing to have the study credits transferred and the study credits wanted to be transferred;

9.2. the diploma and its supplement (annex), as well as subject descriptions, if the person has acquired higher education;

9.3. the transcript of records and study programme descriptions from the higher education school where the study results to be transferred have been gained, if the person has not completed the studies or if the diploma supplement has not been issued for the studies completed;

10. The Academic Credit Recognition Co-ordinator shall assess the compliance of the study results intended to be transferred with the requirements of legal acts:

10.1. verify whether the higher education school where the results have been achieved is recognised. If necessary, may apply to other institutions for the information necessary about the higher education school;

10.2. verify the compliance of the study type, type of the study programme, study form and other parameters of the studies with the study system of the University;

10.3. apply to the Study Programme Commission in case of problematic issues.

11. The Administrator refers to the diploma supplement (annex) or to the study certificate and subject descriptions and compares the study results with the subject requirements of the programme intended to be studied and fills out the Academic Credit Transfer Card.

11.1. The study results of the study fundamentals or special part shall be transferred, if their scope amounts to not less than two thirds of the scope of study results for the fundamentals or the special part of a similar subject included in the programme intended to be studied and corresponds to its major objectives and principal constituents of its curriculum or, if there is no subject which could be compared in the study fundamental or special part, it conforms to the general requirements established for the subjects of such programme parts and confers the knowledge and skills provided for in such programme part.

11.2. The study results of the general education part shall be transferred if they correspond to the principal goals and major curriculum constituents of the subjects of such part.

11.3. The study results of the optional subjects chosen by the student shall be transferred without restrictions within the scope of the programme when the transfer of the study results is sought.

11.4. The final paper and/or the final examination shall not be transferred.

11.5. The total scope of non-university study subjects credited instead of the fundamentals or special subjects of the university undergraduate study programme intended to be taken may not exceed half of the extent of the university undergraduate study programme intended to be studied.

11.6. It shall be allowed to transfer not more than:

11.6.1. 50 per cent of the scope of the undergraduate study programme intended to be studied;

11.6.2. 25 per cent of the scope of the graduate study programme intended to be studied.

12. With reference to the recommendations made by the co-ordinator, a final decision on the recognition of the transfer of academic credits shall be made by the faculty dean (director of the institute) within two months after the day of receipt of all documents listed in paragraph 10 of this Procedure.

#### **IV. TRANSFER OF DOCTORAL AND BRIDGING COURSES**

13. The doctoral student/external student willing to have his/her study results transferred shall submit to the Doctoral Commission of the relevant science field an application accompanied by the following documents:

13.1. a certificate (statement) and descriptions of study subjects from the higher education school and/or international academic organisation where the study results intended to be transferred have been gained;

13.2. the BA and/or MA diploma, its supplement (annex) and subject descriptions, if the doctoral student/external student seeks the transfer of bridging courses.

14. The Academic Credit Transfer Card of the doctoral student who has studied at the University before or to the doctoral student/external student who studies at the University shall not

be filled out. The transfer of study results shall be formalised by the meeting minutes of the Doctoral Committee of the relevant science field.

15. Doctoral Committee of the relevant science field shall made a decision regarding the crediting of the study results taking the following criteria into consideration:

15.1. If the amount of credits of the study subject does not match the amount of credits currently specified in the doctoral programme, the study results shall be credited if the curriculum of the doctoral subject studied corresponds to no less than two thirds of the curriculum scope of the doctoral subject in effect at present.

15.2. If there is no doctoral subject requested to be credited in the doctoral study plan, it may be credited according to the curriculum as a specialty subject or as a subject for the development of the skills transferred.

15.3. The provisions of paragraphs 15.1 and 15.2 of this Procedure shall apply considering the issues of crediting of bridging courses to doctoral students/external students.

## **V. FORMAL EXECUTION OF THE RECOGNITION OF ACADEMIC CREDITS**

16. The decision on the crediting of study results shall be formally excuted by the Academic Credit Transfer Card or by an order of the dean (director of the institute).

17. The reference number of the Academic Credit Transfer Card shall be linked with the student's identifier, i.e. it shall consist of the identifying mark "K-" and the student's identification number (e.g., No. K-048597). The reference number of the Academic Credit Transfer Card shall be registered in the register of Academic Credit Transfer Cards.

18. The names, scope in credits and assessments of the subject the study results whereof have been credited shall be recorded in the issued diploma annex (supplement), in the study certificate instead of the subjects provided for in the study programme. The name of the subject credited shall be accompanied in brackets by the abbreviated name of the higher education school where the subject the results whereof have been credited were taken. All abbreviations shall be explained at the end of the listed subjects and the name of the higher education school shall also be entered.

19. The subject names and assessments, the names of the state and the higher education school, other details related the crediting of the study results shall be written in the transcript of records only in Lithuanian while in the diploma supplement they shall also be recorded in English.

## **VI. FINAL PROVISIONS**

20. If the person disagrees with the decision regarding the recognition of academic credits, he/she shall have the right to file an appeal following the Appeal Regulations approved by the Senate.

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### ACADEMIC CREDIT TRANSFER CARD

NO.	K	-						
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\_\_\_\_\_ student \_\_\_\_\_ ,  
*Faculty* \_\_\_\_\_ *name, surname* \_\_\_\_\_ *personal ID* \_\_\_\_\_ ,  
 enrolled in \_\_\_\_\_ programme ( \_\_\_\_\_ ),  
*study cycle and form* \_\_\_\_\_ *study programme* \_\_\_\_\_ *state code* \_\_\_\_\_ ,  
 from \_\_\_\_\_ until \_\_\_\_\_ under \_\_\_\_\_ programme  
 studied \_\_\_\_\_ , \_\_\_\_\_  
*state* \_\_\_\_\_ *higher education school* \_\_\_\_\_

Subjects and assessments of the student credited:

Item No.	Study subject (module) (compulsory/optional/free)			Scope of study subject (module)		Contact hours (if any)	Grade	
	Study subject with transferred credits gained at higher education school (HES) (study subject in the foreign language, if any, in brackets)	Name of study subject at MRU	Semester	HES in credits	MRU in credits		HES	Equivalent MRU
1.								
2.								
Total								

Description of assessment system (required in the absence of a grade)

Faculty Dean / Director of the Institute \_\_\_\_\_  
 name, surname \_\_\_\_\_ signature \_\_\_\_\_ date \_\_\_\_\_

Co-ordinator \_\_\_\_\_  
 name, surname \_\_\_\_\_ signature \_\_\_\_\_ date \_\_\_\_\_