

PROCEDURE FOR THE RECOGNITION OF CREDITS AT MYKOLAS ROMERIS UNIVERSITY

I. General provisions

1. The Procedure for the Recognition of Credits (*hereinafter* the Procedure) of Mykolas Romeris University establishes the principles and procedure for the recognition of credits acquired in other Lithuanian and/or foreign higher education institutions at Mykolas Romeris University (*hereinafter* the University).

2. The Procedure applies to students and listeners who have studied or are currently studying in higher education institutions in Lithuania and/or foreign countries in higher education study programmes or are enlisted in selected subject studies, modules, micro-credentials and wish to credit their study results at the University within the same or other University study programme of the first, second, or third cycles.

3. For the purposes of these Procedure the following terms shall apply:

3.1. **Partial studies** – a student's and a listener's involvement in a part of the study programme which provides knowledge and skills, assessed and confirmed by a certificate issued by the higher education institution.

3.2. **Study subject outline** – a document that provides the title of the subject, module, or micro-credential, their scope in credits, declares the objectives, study results, study content, mode of studies, learning and teaching methods, and assessment, criteria for grading, sources for study, and for learning.

3.3. **Study subject requirements** – the objectives, results, content and scope of the study set out in the study subject, module, micro-credential outlines.

3.4. **Final grade** – the sum of the cumulative score and/or the percentage of the final assessment, expressed by a grade.

3.5. **Credit** is a unit of the scope of a study subject, module, micro-credential, which measures study results and time of a student.

3.6. **Credit recognition** is a crediting process when the University confirms that certain study results achieved and assessed in different studies offered by the same or another research and higher education institution meet certain requirements set out in the study programme offered by the University, and study results and the size of work to achieve them are credited.

3.7. **Credit Administrator** (*hereinafter* the Administrator) is appointed by the head of an academic unit and assesses the compliance of the acquired credits with the subject requirements of the requested study programme.

3.8. **Credit recognition Coordinator** (*hereinafter* the Coordinator) is appointed by the head of an academic unit and who is responsible for credit recognition.

3.9. **Credit recognition card** is a document that lists a student's or listener's recognised credits and their evaluations.

3.10. **Exchange programme** is an international or national mobility programme that provides learning and development opportunities in other Lithuanian or foreign research and higher education institutions.

3.11. **Micro-credential** – a record of the learning outcomes achieved by a learner after completing a small-scale learning course assessed on the basis of clearly defined and transparent criteria.

3.11.1. Micro-credential provider means any entity, including education and training institutions and organisations, social partners (i.e. organisations representing workers and employers), employers and industry, civil society organisations and national authorities, that prepares, provides and issues micro-credentials for formal, non-formal and informal learning.

3.11.2. In accordance with the Procedure, micro-credentials are subjects to recognition when acquired in a higher education institution with an equivalent higher education quality assurance system.

3.12. **Certificate of credits** – a document issued to a person by a higher education institution about the acquired credits.

4. Other terms in the Procedure shall be used as they are defined in the Statute of the University and other legal acts of the University. If there are any contradictions between this Procedure and the legal acts of the Republic of Lithuania, the legal acts of the Republic of Lithuania apply.

5. A student or listener who wishes to receive recognition of credits acquired at the University in another higher education institution shall apply to the academic unit where they studied for the issuance of a certificate of credits and/or study subjects outlines, which are signed by the Coordinator.

II. Credits according to the harmonized study content

6. Credits acquired by a student or listener are recognised without restriction if they are compatible with studies carried out at the University in at least one of the following ways:

6.1. credits are acquired during previous studies at the University and the study field committee deems that the study programme or subject for which the study credits are to be credited has no substantial changes;

6.2. credits acquired at another research and higher education institution under an exchange or other cooperation agreement, provided that the requirements of the agreement or other document by which the content of the studies were agreed has not been breached;

6.3. in other cases when the content of the studies is considered to have been harmonised.

7. The credit recognition card is not provided for a student or listener who previously enlisted in the University. Credit recognition is formalized by the order of the head of the academic unit.

8. The final thesis and/or the final examination are not subjects to recognition.

9. A student or listener who wishes credit recognition of their previous studies at the University shall submit an application to the Coordinator of the academic unit where they study or intend to study (Annex 1), indicating the study programme to which he/she wishes credit recognition and the credits they wish to be credited. A person who has studied at another higher education institution submits the documents listed in item 14 of this Procedure.

10. Credits acquired while studying in another higher education institution according to the harmonised study content shall be credited upon receipt of a certificate of credits.

11. If the certificate of credits confirming studies abroad is issued in a language other than the European Union official languages, the student or listener submits the original of

the document and its official translation into English or Lithuanian languages authorized by the translation agency.

12. If a student has not fulfilled the requirements according to the harmonised content of studies (the knowledge and skills of the subject have been evaluated negatively and/or the number of credits provided for in the study plan has not been collected in another higher education institution), the University shall provide for the achievement of the planned study results a period not exceeding two semesters of by studying them at the University and reimbursing the studies from student's own funds.

III. Credits according to the non-harmonized study content

13. The credits previously acquired by a student or listener who has studied at another higher education institution according to the non-harmonised study content shall be credited after assessing whether the acquired credits comply with the formal requirements and subject requirements of the applied study programme.

14. A student or listener who applies for credit recognition from the partial study submits the following to the Coordinator of the academic unit where they study or intend to study:

14.1. an application in which they indicate the study programme and its credits submitted for recognition (Annex 1);

14.2. a diploma, its supplement (transcript), if the person has acquired a qualification of higher education;

14.3. a credit certificate, in case of crediting of micro-credentials - a record that allows to establish: the identity of the person; the title of the micro-credential; the country(s) of the entity that issued the micro-credential; the institution(s) that issued the micro-credential; the date of issue; learning outcomes; theoretical workload required to achieve learning outcomes expressed in European Credit Transfer and Accumulation System (ECTS) credits; the level of learning experience (and learning cycle, if applicable) leading to the micro-credential in line with the European Higher Education Area Qualifications Framework; assessment type and score; form of participation in learning activities; the quality assurance method used to justify the micro-credential.

14.4. information about credits acquired in another higher education institution, subject outlines taken and completed with positive assessment or other information about subject credits;

14.5. information on the system of assessment of knowledge and skills used in another higher education institution and, upon availability, percentile rankings of other participants of the same course, when this information is not already provided in the Diploma Supplement or the Certificate on Credits.

14.6. if a student or listener after termination of studies resumes (or reapplies for) studies of the same or another study programme of the University (or has listened selectively study subjects in the same study programme of the University) – an application indicating the study programme whose credit recognition the student or listener applies for.

15. An academic unit assesses the formal requirements of studies in accordance with:

15.1. the information about the higher education institution (whether the acquired study credits have been achieved in an institution with the status of a higher education institution),

may, if necessary, contact a Lithuanian or foreign higher education institution, the Centre for Quality Assessment in Higher Education as an authorised ENIC/NARIC network centre and other institutions for obtaining the necessary information about that higher education institution;

15.2. documents submitted by the person.

16. On the basis of the documents specified in Item 14 of the Procedure, an academic unit shall assess the compliance with the requirements of the credits and a study programme or its part and carry out the recognition of credits in accordance with the following general criteria:

16.1. freely chosen subjects credited without restrictions;

16.2. the final thesis and/or the final examination are not credited;

16.3. the credited part of the same cycle programme cannot exceed 75 per cent of the scope of the study programme;

16.4. it is possible to recognise credits of partial studies acquired in non-university higher education institution (college) in accordance with the principles of accumulation of credits of higher education institution provided for in the University Study Procedure, the Procedure for the Assessment of Study Results and the Descriptions of Study Subjects, not exceeding:

16.4.1. 75 per cent of the scope of the first-cycle study programme, the results of which are claimed to be credited;

16.4.2. 25 per cent of the scope of professional studies, the scope of the second-cycle study programme the study results of which are claimed to be credited.

17. A student or listener seeking the acquired study credit recognition submits an application addressed to the head of an academic unit within 30 (thirty) calendar days after the start the new semester.

18. In case of problematic questions related to the content of credits submitted for recognition, the Administrator contacts the academic unit.

19. Taking into account the Coordinator`s comments, the final decision on the recognition of credits is taken by the head of an academic unit no later than within 30 (thirty) calendar days following the date of receiving all the documents listed in Item 14 of this Procedure.

20. For the procedure of credit recognition, a student or listener pays fee established by the University, except in the cases provided for in the Procedure for the administration of payments.

IV. Recognition of doctoral credits

21. Recognition of doctoral credits acquired by a doctoral student and a person who has submitted an application for permission to defend a doctoral dissertation externally shall be carried out in accordance with the procedure of the Doctoral Studies Regulation of the relevant scientific field.

V. Formalization of credit recognition

22. The decision on credit recognition shall be formalized by a credit recognition card signed by the head of an academic unit or by an employee appointed by order of the head of an academic unit.

23. The registration number of the credit recognition card is associated with the student's identification number, i.e. it consists of the identification mark "K-" and the student's identification number (e.g. No. K-048597). The registration number of the credit recognition card is listed in the Register of Study Credits Recognition Cards.

24. The titles of the subjects whose credits were recognised, their scope in credits and evaluations shall be recorded in the supplement to the diploma issued, in the study certificate in place of the subjects provided for in the study programme. The abbreviation of the name of the higher education institution whose subject credits were recognised is indicated in parentheses aside the subject in the supplement. All abbreviations are explained at the bottom of the listed subjects, and the name of the higher education institution is also recorded.

25. Subject titles, assessments, names of states and higher education institutions, and other data related to cred recognition shall be entered in the certificate of credits in Lithuanian, and in the Diploma Supplement in English as well.

VI. Appeals

26. If a person does not agree with the decision on the credit recognition, they have the right to appeal in accordance with the Appeals Procedure approved by the Senate.
