

DESCRIPTION OF THE PROCEDURE OF THE VALIDATION OF LEARNING OUTCOMES AT VYTAUTAS MAGNUS UNIVERSITY

I. GENERAL PROVISIONS

1. The Description of the Procedure of the Validation of Learning Outcomes (hereinafter – the Description) was prepared in accordance with the Law on Higher Education and Research of the Republic of Lithuania, the Study Regulations of Vytautas Magnus University, and other legal acts regulating studies.

2. The Description shall establish the principles and procedure of the validation of learning outcomes achieved by persons at higher education institutions of Lithuania or foreign countries at Vytautas Magnus University (hereinafter – VMU).

3. The Description shall apply to persons (with the exception of the applicants to the first year of studies) who graduated from or studied at higher education institutions of Lithuania or foreign countries in accordance with higher education study programmes and who, in order to continue their studies, request that their learning outcomes be validated at Vytautas Magnus University under the same or other first-cycle, second-cycle, or integrated study programmes.

4. The following key concepts are used in the Description of the Procedure of Validation:

Academic certificate – a document issued to a person certifying his/her learning outcomes.

Higher education institution – a higher education institution of Lithuania as defined in the Law on Higher Education and Research of the Republic of Lithuania.

Partial studies – a period of studies in another higher education institution of Lithuania or foreign country.

Agreement on partial studies – a tripartite agreement signed by the heads of higher education institutions or a higher education institution of Lithuania and a higher education institution of a foreign country – sending and receiving students – or their authorized persons and a student who is sent for partial studies, which stipulates the commitment of the receiving party to create conditions for the student to study, requirements for the student, and financial as well as other relations between the parties.

Study course description – a document containing the most important information about the study course: the title, the grid of studies, learning outcomes, a short content, assessment criteria for study achievements, and a list of references.

Coordinator of the validation of learning outcomes – a person, appointed by the Rector, responsible for the validation of learning outcomes.

Mentor of the validation of learning outcomes – the Chairman of the Study Programme Committee or the Vice Dean of the faculty, who assesses the compliance of learning outcomes of the study course with the study programme requirements. In case of the assessment of a foreign language study course, the compliance of learning outcomes shall be assessed by a person authorized by the Director of the Institute of Foreign Languages.

Learning outcomes – the totality of knowledge and skills acquired during studies, the volume of which is defined in credits and the level of which is accessed by a grade.

Learning outcomes validation form – a document validating learning outcomes, which is approved by the coordinator of the validation of learning outcomes. Both Lithuanian and English titles of the validated study courses shall be written in the form (English titles of the study courses shall be required if the study courses to be validated were taken in other higher education institutions). In addition, the form shall contain information on the volume of study courses in credits and evaluation as well as the equivalents of the volume and evaluations of courses studied at higher education institutions of foreign countries in line with ECTS requirements.

II. VALIDATION OF LEARNING OUTCOMES ACQUIRED ACCORDING TO THE COORDINATED STUDY PLAN

5. If no violation of the requirements of the agreement or other document that served as the basis for the coordination of the study plan is found in relation to the courses studied, learning outcomes of a person who studied at another higher education institution of Lithuania or a foreign country under the agreement concluded between higher education institutions or the agreement on partial studies or on the basis of the content of studies coordinated on some other legitimate grounds shall be validated by converting the evaluations received into ECTS and by validating them in accordance with the pre-agreed equivalents.

6. If, due to circumstances beyond the control of the student, there remain study courses that have not been taken by the student according to the coordinated content of studies, the student, upon his/her return to continue studies, shall be provided with the opportunity to take the missing volume of study courses and account for learning outcomes free of charge. Students shall not be eligible to retake examinations taken at another higher education institution.

7. Learning outcomes acquired during partial studies in accordance with the coordinated study plan shall be validated upon the receipt of the academic certificate from the higher education institution where the student studied. If the student leaves for several semesters, the certificates shall be received and validations made after each semester.

8. Upon the receipt of the documents confirming learning outcomes from the higher education institution where the student studied, the International Cooperation Department or an academic unit shall hand over the said documents to the mentor of the validation of learning outcomes, who shall fill in the learning outcomes validation form (Annex 2), sign it, and hand over the form to the coordinator of the validation of learning outcomes.

9. The learning outcomes validation form approved by the coordinator and other documents containing information on learning outcomes shall be handed over to the responsible person at the Studies Department in order for the data to be entered into the study information system.

10. Learning outcomes acquired during partial studies shall be validated with regard to the particular study semester during which the student studied at another higher education institution under the agreement on partial studies.

11. The titles of the validated study courses, their volume in credits, and evaluations shall be recorded in the diploma supplement being issued; whereas, in the case of the academic certificate, instead of the study courses provided for in the study programme. The title of the validated study course shall be followed by a bracketed abbreviation of the name of the higher education institution or the higher education institution of a foreign country, where the validated study course was studied. All abbreviations shall be explained at the end of the list of study courses and the name of the higher education institution of a foreign country shall be added.

12. The titles of study courses, evaluations, the names of foreign countries and higher education institutions of foreign countries, and also other information related to the validation of learning outcomes

shall be recorded in the diploma supplement in the Lithuanian and English languages; whereas, in the case of the academic certificate, in the Lithuanian language or English language.

III. VALIDATION OF LEARNING OUTCOMES ACQUIRED ACCORDING TO THE NON-COORDINATED STUDY PLAN

13. Learning outcomes of a person who studied or is studying at another higher education institution of Lithuania or a foreign country according to the non-coordinated content of studies or as an unclassified student shall be validated after having assessed formal requirements for the validation of learning outcomes and their compliance with the requirements of the study programme.

14. It shall be possible to validate no more than 75 percent of the volume of the study programme intended to be studied in accordance with the procedure stipulated by the Minister of Education, Science and Sports of the Republic of Lithuania.

15. The final thesis and (or) the final examination shall not be validated.

16. Learning outcomes acquired according to the non-coordinated study plan shall be validated upon the person's request submitted to the Dean of the faculty where the person intends to study or is studying or to the Head of the academy programmes group.

17. If learning outcomes were acquired at another higher education institution, the request shall be accompanied by the diploma and its supplement or the academic certificate and descriptions of study courses.

18. A member of the faculty/academy staff responsible for the management of the documents related to the validation of learning outcomes shall hand over the documents to the mentor of the validation of learning outcomes, who shall assess the descriptions of the study courses and their compliance with the learning outcomes of the study programme in which the person intends to study or is studying, fill and sign the learning outcomes validation form (Annex 2) and hand over the form to the coordinator of the validation of learning outcomes.

19. The learning outcomes validation form approved by the coordinator and other documents containing information on learning outcomes shall be handed over to the responsible person at the Studies Department, who shall enter the data into the study information system.

20. Learning outcomes shall be validated in relation to the semester of "Validated study courses" and shall not affect the semester grade point average. Students who have validated the study courses shall comply with the requirements of the Study Regulations and take into consideration the credit volume of the study courses during the semester when designing their individual study plans.

21. For students who pass from other higher education institutions to VMU and who continue state-funded studies, study courses shall be validated in relation to the respective semesters as they were taken at other higher education institutions.

22. The validation of learning outcomes shall take place in the first month of each semester. Requests for the validation of learning outcomes shall be submitted to the Dean of the faculty or the Head of the academy programmes within the first two weeks of the semester.

23. Learning outcomes shall be validated no later than within two weeks from the date of the submission of all necessary documents. Upon the decision not to validate the learning outcomes of the study course, the student shall be informed about it and he/she shall be enabled to register to and take a study course at VMU.

IV. FINAL PROVISIONS

24. If the person disagrees with the decision on the validation of learning outcomes, he/she shall have the right to appeal to the VMU Rector within 10 (ten) days from the date of the receipt of the reply.

25. The Rector shall form the Appeal Committee consisting of 3 (three) members to examine the appeals regarding the compliance of learning outcomes with the course requirements of the study programme intended to be studied. The Appeal Committee shall include one representative of the VMU administration, one representative of the VMU Student Representative Council, and one expert proposed by the Center for Quality Assessment in Higher Education or a representative of other institutions or organizations (other higher education institutions, the Ministry of Education and Science of the Republic of Lithuania).

26. The Appeal Committee shall examine the appeal received no later than within 10 (ten) calendar days and shall provide a written reply to the person who has brought the appeal.

27. A person who disagrees with the decision on the assessment of formal requirements shall have the right, within 10 (ten) days, to appeal to the Appeal Committee for the Assessment and Recognition of Foreign Qualifications formed by the Minister of Education, Science and Sports of the Republic of Lithuania.

.....

(Student's name and surname)

.....year student of

.....study programme

at the faculty/academy of

Student's registration number.....

Student's telephone number.....

To the attention of the Rector/the Chancellor of the Academy
of Vytautas Magnus University

REQUEST

.....

(Request date)

I hereby request for the validation of learning outcomes of the following study courses:

Seq. No.	Title of the study course being validated	Credits	Corresponding study course	Credits	Course group (A, B, C)

.....

(Student's name, surname, and signature)

I HEREBY APPROVE:

The coordinator of the validation of VMU learning outcomes

(Name, surname, signature, and date)

(Student's name and surname, study year, study programme title, faculty/academy)

Learning outcomes validation form

Seq. No.	Study course being validated (Study course title in Lithuanian and English)	Credits	Evaluation	Higher education institution	Corresponding course	Course group (A, B, C)	Credits
1.							
2.							
3.							
4.							
5.							

Mentor

(Name, surname, signature, and date)