

APPROVED BY
Šiaulių valstybinė kolegija
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ATN-35 on 29 October 2025)

DESCRIPTION OF PROCEDURE FOR CREDITING PARTIAL LEARNING OUTCOMES OF ŠIAULIŲ VALSTYBINĖ KOLEGIJA

SECTION I GENERAL PROVISIONS

1. The Description of Procedure for Crediting Partial Learning Outcomes (hereinafter – the Description) at Šiaulių valstybinė kolegija (hereinafter – ŠVK) sets out the general criteria, procedure for crediting, and requirements for the formalisation of partial learning outcomes achieved by a person at Lithuanian higher education institutions or foreign higher education institutions.

2. The Description has been prepared in accordance with the Law on Higher Education and Research of the Republic of Lithuania, the Description of the Procedure for Crediting Learning Outcomes of Partial Studies in Higher Education Institutions, approved by the Minister of Education, Science and Sport of the Republic of Lithuania on 6 August 2020, Order No. V-1174, Description of General Requirements for the Implementation of Studies, approved by the Minister of Education and Science of the Republic of Lithuania on 30 December 2016, Order No. V-1168, Recommendations for the Completion of the Diploma Supplement, approved by the Minister of Education and Science of the Republic of Lithuania on 15 May 2017, Order No. V-362, Lisbon Recognition Convention (1999), Erasmus Charter for Higher Education 2021-2027, ECTS User Guide (2015), ŠVK documents regulating internal activities: Study Regulations, Personal Data Processing Rules, Student Appeals Regulations, Rules of Procedure of the Dispute Resolution Commission and Quality Manual.

3. The provisions of the Description apply to persons who have graduated, studied or are studying in Lithuanian or foreign higher education institutions under higher education study programmes and who intend to continue their studies, including the learning outcomes achieved by them under the same or other college, short cycle study programmes at ŠVK.

4. The results of partial studies at higher education institutions **are credited** if the learning outcomes achieved **essentially correspond** to the learning outcomes of the programme or part thereof.

5. The terms used in the description are:

5.1. **Academic certificate** – a document issued to a person on the results of his/her studies (subjects participated and accounted for).

5.2. **Description of the subject** – a document containing the title of the subject, its scope in ECTS credits, aims and learning outcomes, short content, study methods and form of accounting.

5.3. **Partial learning outcomes crediting card** - a document issued to a student or person containing data on credited learning outcomes, titles of study subjects, translation of their titles into Lithuanian, scope and assessment equivalents of a subject.

5.4. **Partial study agreement** – an agreement signed between ŠVK and Lithuanian higher education institution or ŠVK and foreign higher education institution – sending and receiving – heads or their authorized persons and the student sent for partial studies or practice, which establishes the

obligation of the host party to provide conditions for the student to study, sets out the requirements for the student, sets out the financial and other relations between the parties; if a student is sent for partial studies under European Union programmes, partial study agreement is prepared in accordance with the requirements of ECTS (European Credit Transfer and Accumulation System).

5.5. Double diploma study agreement – an agreement between the parties signed by ŠVK and the heads of a foreign higher education institution or their authorized persons, which sets out the agreed content of studies, conditions of studies, mobility, sets out the requirements for the student, establishes the financial and other relations between the parties.

5.6. Joint Programme Study Agreement – an agreement between the parties signed by ŠVK and the heads of the Lithuanian or/and foreign higher education institution (s) or their authorized persons, which sets out the agreed study content, study and mobility conditions, sets out the requirements for the student, establishes the financial and other relations between the parties. Upon completion of joint study programmes, a qualification (qualifications) or joint qualification degree (degrees) is awarded.

5.7. Head of the Department – a ŠVK employee evaluating the compliance of the requirements of the intended or studying study programme or part thereof with the achieved learning outcomes, performing the crediting of learning outcomes (filling in the crediting cards).

5.8. Vice Dean – ŠVK employee evaluating compliance with formal requirements: the status of the higher education institution, the type of studies, the cycle of studies, the mode of study and making the final decision on crediting.

SECTION II

CREDITING OF PARTIAL LEARNING OUTCOMES ACCORDING TO THE AGREED STUDY CONTENT

6. Partial learning outcomes of a student who has studied in another higher education institution or a foreign higher education institution / has completed practice under a partial study agreement, a double diploma study agreement or on another lawful basis coordinating the content of the studies, are credited without restrictions, if no violations of the requirements of the agreement are established in relation to the studied subjects.

7. A student who wishes the learning outcomes of partial studies to be credited in accordance with the partial study agreement of the exchange programme submits to ŠVK International Relations Office an academic certificate or other document on the subjects he/she has participated and accounted for.

8. A student wishing the results of partial studies under a double diploma study agreement to be credited has to submit to the Dean of the Faculty of ŠVK an academic certificate or other document on the subjects participated and accounted for.

9. Values of the assessment in the European Credit Transfer System, the level of achievement of the subject objectives corresponding to it in percent, the approximate equivalence in the study mark and the consequences of the assessment are defined in accordance with the following table:

European Credit Transfer System scores and marks equivalents

ECTS score	Subject goal achievement level in percent	Study mark equivalent	Definition	Threshold of achievement
A	100-96	10	Excellent exceptional knowledge and abilities	Pass
B	95-86	9	Solid good knowledge and abilities	
C	85-76	8	Better than average knowledge and abilities	
D	75-66	7	Average knowledge and abilities with minor errors	
E	65-61	6	Lower than average knowledge and abilities (skills)	

			with errors	
E	60-50	5	Knowledge and abilities (skills) meet minimal requirements. At least half of subject's learning outcomes achieved.	
FX	49-36	4	Knowledge and abilities are below the threshold. Less than half of subject's learning outcomes achieved.	Fail
FX	35-26	3		
F	25-16	2		
F	15-0	1		

10. A subject evaluated in a foreign higher education institution with a record *credited* at ŠVK will be credited by recording partial learning outcome in accordance with the agreed study content in another higher education institution in the ŠVK crediting card (Annex 1) as *credited*.

11. If the sent student has not fulfilled the requirements according to the agreed content of the studies (partial study achievements have been evaluated negatively, the intended number of study credits has not been collected), upon his/her return, conditions are created for him/her to attend the scope of the missing subjects and account for them *free of charge*. In the event of academic differences, the student is allowed to study and account on an individual basis by order of the Dean of the Faculty (see paragraph 19).

SECTION III CREDITING PARTIAL LEARNING OUTCOMES ACCORDING TO NON-HARMONIZED STUDY CONTENT

12. For a person or a student who studies or has studied at ŠVK or another higher education institution according to the non-harmonized study content, partial learning outcomes will be credited in accordance with paragraphs 15 and 16 of this Description.

13. Applicants wishing to have their learning outcomes credited submit the following documents to *the Dean* of the Faculty:

13.1. person's / student's application specifying the study programme under which he/she intends to study and / or wishes to have the learning outcomes of partial studies to be credited.

13.2. documents on the learning outcomes to be credited:

13.2.1. persons / students who have acquired a higher education qualification submit a diploma, its supplement (appendix) and subject descriptions or other information about the learning outcomes of the subjects they have participated and positively accounted for (if they have completed their studies at ŠVK no subject descriptions are required);

13.2.2. persons / students who have not acquired a higher education qualification submit a document certifying the completed studies or part thereof (an academic certificate, a certificate of studies or another document on the subjects participated and accounted for and descriptions of the subjects or other information on the learning outcomes of the subjects participated and positively accounted for (if he / she has studied or is studying at ŠVK to submit an academic certificate and descriptions of the subjects is not needed);

13.2.3. information on the achievement assessment system used in another higher education institution and, where possible, the percentage distribution of the assessments of the persons who participated in the studies, if this information is not provided in the diploma supplement or academic certificate.

14. The *Vice Dean*, in accordance with the legal acts of the Republic of Lithuania and in accordance with the documents submitted by the *person / student*, *assesses* the status of the higher education institution, the type of studies (university / college), the study cycle, the form of the studies *and informs* the head of the *department* about the results of compliance with the *formal requirements* of the

studies. Regarding information about a higher education institution (whether the learning outcomes were achieved in an institution with the status of a higher education institution), the *Vice Dean* may, if necessary, contact Lithuanian or foreign higher education institution, the Centre for Quality Assessment in Higher Education as an authorized ENIC / NARIC network centre and other institutions for obtaining the necessary information about that higher education institution.

15. *The Head of the Department*, on the basis of a diploma supplement (appendix), academic certificate, study certificate or other document on the subjects participated and accounted for and descriptions of the subjects or other information on the learning outcomes of the subjects participated and positively accounted for, *assesses* the *compliance* of the learning outcomes achieved by the person / student with the requirements of the intended / studying study programme or part thereof and *performs* the crediting of the learning outcomes in accordance with the ŠVK credit accumulation principles and the following general criteria:

15.1. freely elective subjects chosen by the student will be credited without restrictions;

15.2. graduation paper / project and/or final examination is not credited;

15.3. no more than **75** percent of partial learning outcomes of the scope of intended to study **same (first) cycle** study programme acquired in the college or university may be credited;

15.4. no more than **25** percent of partial study learning outcomes of the scope of the intended to study programme, acquired in the **professional studies, second cycle** study programme may be credited;

15.5. no more than **40** percent of partial learning outcomes of the scope of the intended study programme acquired in the **integrated** study programme may be credited;

15.6. no more than **50** percent of partial learning / teaching outcomes / competencies of the scope of the intended study programme acquired in the **lower study cycle study** (teaching) programme may be credited

15.7 If the study subject is taught for more than one semester and its learning outcomes are formally evaluated with a mark, the study subject can be credited in parts corresponding to the scope of the semester (s).

16 The subjects are credited according to the *non-harmonized* content in the study record documents are recorded as follows:

16.1. If one subject studied at another higher education institution is credited instead of *one* subject intended in the ŠVK study programme, the *name of the ŠVK study programme subject, its scope in credits and assessment (converted to the assessment system applied by ŠVK)* is recorded. If the *scope* of the subject to be credited in credits is *less than* the scope of the subject intended in the ŠVK study programme, the number of credits of the subject intended in the ŠVK study programme is *assigned*.

16.2. If *two* or *more* subjects studied at another higher education institution are credited instead of *one* subject intended in the ŠVK study programme, the name of the *ŠVK study programme* subject is entered, its credits are assigned and a *derived assessment* is calculated.

17. The final decision on the crediting of the person's / student's partial learning outcomes according to the *non-harmonized* content is made by the *Vice Dean* *within one month* from the date of receipt of all the documents listed in paragraph 13 of this Description.

SECTION IV FORMALISATION OF PARTIAL LEARNING OUTCOMES CREDITING

Formalisation of partial learning outcomes credited by ŠVK

18. The process of crediting partial learning outcomes according to the *harmonized* content:

18.1. On the basis of an academic certificate, study certificate or other document issued by another higher education institution, the *Head of the Department* fills out the ŠVK card for the crediting of partial

learning outcomes according to the harmonized study content in another higher education institution in accordance with the recommended form (Annex 1) and signs it.

18.2. The ŠVK card (Annex 1) for the crediting of partial learning outcomes according to the harmonized study content in another higher education institution, filled in by the head of the department, after evaluating the correctness of the entries, is approved by the *Vice Dean* with the signature and the seal of the Faculty.

18.3. The student is introduced to the results of the crediting of partial learning outcomes according to the *harmonized* content by signing and receives a copy of the card.

18.4. ŠVK cards for the crediting of partial learning outcomes according to the *harmonized* study content in another higher education institution are registered in the deanery, the date and number of the card is used in electronic exam sheets as the basis for the records of the subjects credited.

19. The *Dean* of the Faculty, on the basis of the Head of the Department, Vice-Dean and the student's signed and registered ŠVK Card on Crediting Partial Learning Outcomes According to the *Harmonized* Study Content in another higher education institution (Annex 1) and the study programme being implemented, formalizes the titles and scope of academic differences (if any) in credits and accounting terms for academic differences.

20. The titles of the credited subjects according to the *harmonized* content (according to the ŠVK study programme being implemented at that time), their scope in credits and assessments are recorded in the supplement of the issued diploma, as well as in the academic certificate instead of the subjects intended in the study programme. A footnote is made next to the title of the subject attended at another higher education institution and credited at ŠVK. The name of the higher education institution is indicated in the footnote.

21. The process of crediting partial learning outcomes according to the *non-harmonized* content:

21.1. *The Head of the Department*, based on the Vice Dean results of compliance of the formal requirements of studies and the documents received by the person / student, the compliance of the partial learning outcomes and the requirements of the part of study programme intended to study / being studied *enters* proposals and signs the ŠVK crediting card of Partial Learning Outcomes According to the *Non-harmonized* Study Content in Another Higher Education Institution in accordance with the model of the recommended form (Annex 2).

21.2. Taking into account the proposals of the Head of the Department, after evaluating the correctness of the entries, the final decision on the crediting of the person's / student's learning outcomes according to the *non-harmonized* content is approved by the *Vice Dean* with the signature and the seal of the Faculty in the ŠVK crediting card (Annex 2) of Partial Learning Outcomes According to *Non-harmonized* Study Content in Another Higher Education Institution.

21.3. The person / student is introduced to the crediting results of the partial learning outcomes according to the *non-harmonized* content by signing and receives a copy of the card.

21.4. ŠVK crediting cards of Partial Learning Outcomes According to the *Non-harmonized* Study Content in Another Higher Education Institution are registered in the Deanery, the date and number of the card are used in electronic exam sheets as the basis for the records of the subjects credited.

21.5. The Dean of the Faculty, on the basis of the signed and registered ŠVK crediting card of Partial Learning Outcomes According to the *Non-harmonized* Study Content in Another Higher Education Institution (Annex 2), depending on *the applicant*:

21.5.1. approves the number of credits credited by the order, specifies the (new) scope of the study programme being studied or intended to be studied in credits and the (new) study price, formalizes an agreement with the *student* on the amendment of the study agreement;

21.5.2. prepares and formalizes a study agreement, in which he/she indicates the scope of the intended study programme in credits and the cost of studies, submits a draft order to the Director of ŠVK regarding the admission of a *person*.

22. The titles of the subjects credited according to the *non-harmonized* content, their scope in credits and scores (in accordance with paragraphs 15 and 16 of the Description) are entered in the supplement to the issued diploma, in the academic certificate. In accordance with paragraph 16 of the Description, a footnote is made to the title of the subject participated at another higher education institution and credited to ŠVK. The name of the higher education institution is indicated in the footnote.

23. The titles of subjects, assessments, the names of foreign country and foreign higher education institutions, other data related to the crediting of partial study results are entered in the academic certificate in the Lithuanian language, and in the Lithuanian and English in the diploma supplement, unless otherwise specified.

Formalisation of partial learning outcomes to be credited in another higher education institution

24. A person who has studied at ŠVK and wishes non-harmonized to credit the results of his/her partial studies at another higher education institution submits an application to the Dean of the Faculty.

25. The Deanery of the Faculty issues an academic certificate and descriptions of the subjects studied:

25.1 The academic certificate (Annex 3) for currently studying students for the period studied is prepared by the Deanery of the Faculty and for those who have studied, the certificate is prepared by the archivist.

25.2 The description of the subject (Annex 4) is prepared by the Department from the description of the study subject of the pursued study programme, and the description of the subject of the discontinued study programmes is prepared by the archivist.

SECTION V PROCEDURE FOR SUBMISSION AND INVESTIGATION OF APPEALS

26. Appeals for the crediting of partial learning outcomes are submitted in accordance with the ŠVK Student Appeals Regulations.

27. A person who disagrees with the decision of the ŠVK Appeals Commission *regarding the crediting of partial learning outcomes* has the right to apply to the ŠVK Dispute Resolution Commission in accordance with the procedure established in the Rules of Procedure of the ŠVK Dispute Resolution Commission.

28. The ŠVK Student Appeals Regulations and the Rules of Procedure of the ŠVK Dispute Resolution Commission are publicly available on the ŠVK website.

CHAPTER VI FINAL PROVISIONS

29. When the Ministry of Education, Science and Sport of the Republic of Lithuania changes the Description of the Procedure for the Crediting of Partial Learning Outcomes, the ŠVK Description is aligned with the new description approved by an order of the Minister of Education, Science and Sport.

30. Amendments to the Description may be initiated by the Director of ŠVK, Deputy Director for Academic Activities, Deans of Faculties, Head of the Studies and Science Coordination Unit, Head of the Quality and Study Development Unit, Vice Deans, Heads of Departments, Head of the International Relations Office.

31. Changes are discussed at the Directorate meeting. The Description is considered by the Academic Council, amended or supplemented and approved by a resolution of the Academic Council.

32. The organization and implementation of partial learning outcomes not discussed in the Description and other issues related to them are coordinated and resolved in such a way as to enable meeting the needs of the applicant and the ŠVK and not contradicting the legislation.

33. Student's and person's learning and crediting results are confidential information. The learning and crediting results are processed in accordance with the ŠVK personal data protection procedure. Without the consent of the individual, the studying and crediting results are disclosed only to the ŠVK employees authorized to process this data in accordance with the work functions.

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Updated by
Head of Studies and Science Coordination Unit;

Rasa Pocevičienė
25 September 2025

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