

APPROVED  
by Order No V-025 of the Rector of  
Kazimieras Simonavicius University  
of 2 September 2024

## **REGULATIONS OF CREDITING AND RECOGNITION OF LEARNING OUTCOMES AT KAZIMIERAS SIMONAVICIUS UNIVERSITY**

### **CHAPTER I GENERAL PROVISIONS**

1. Regulations of Crediting and Recognition of Learning Outcomes at Kazimieras Simonavicius University (“Regulations”) lays down the rules for the crediting of learning outcomes gained through periods of study of prospective and current students and the assessment and recognition of competences acquired through non-formal and informal learning at Kazimieras Simonavicius University (“University”).

2. The terms used in the Regulations correspond to the terms defined in the Law on Higher Education and Research of the Republic of Lithuania.

### **CHAPTER II CREDITING OF LEARNING OUTCOMES GAINED THROUGH PERIODS OF STUDY**

3. Crediting of learning outcomes gained through periods of study shall apply to prospective and current students of the University who have graduated, studied or are studying in higher education institutions in Lithuania or foreign countries under higher education study programmes and who wish to continue their studies at the University, including the learning outcomes they have achieved under the same or any other study programmes of short study cycle, professional higher education, university first study cycle, second study cycle or integrated studies, vocational studies.

4. Crediting of learning outcomes gained through periods of study is carried out based on an agreed curriculum and/or a non-agreed curriculum.

### **SECTION I CREDITING OF LEARNING OUTCOMES GAINED THROUGH PERIODS OF AN AGREED CURRICULUM STUDY**

5. Learning outcomes gained through periods of an agreed curriculum study are credited without restriction, if there are no breaches of the requirements of the mobility agreement or any other document agreeing the curriculum in respect of the subjects/modules studied. If the learning outcomes have not been formally agreed in advance, they may not be credited.

6. If a student wishes to take part of his/her studies/modules at another higher education institution as part of an academic mobility programme, he/she must sign a period-of-study agreement that meets the requirements of the specific mobility programme.

7. In the case of joint study programmes with higher education institutions of Lithuania or foreign countries, the learning outcomes shall be credited without separate coordination, in accordance with the agreement on the implementation of the joint study programme or the procedure for the organisation of the studies and activities related to the studies of joint study programmes, approved by order of the University rector. To be awarded credit for the final project (thesis) subject/module, the final project (thesis) must be defended before a joint qualifications commission, including a representative(s) of the University.

8. If a student has not fulfilled the requirements of the agreed curriculum (negative marks of learning outcomes, failure to obtain the expected number of study credits), the student shall be given the opportunity to achieve the expected learning outcomes and to complete the missing study subjects/modules at the student's own expense.

9. In cases where, due to circumstances beyond the student's (objective) control, there is a shortage of untaken study subjects/modules after studying according to the agreed curriculum at another higher education institution, the student shall be provided with the opportunity to make up for the shortage free of charge at the University by taking study subjects/modules of the credit volume of the study subjects/modules not taken at the other institution in the order set out in the University's Regulations of Studies.

10. The learning outcomes in accordance with the agreed curriculum shall be credited upon receipt of an academic certificate or other document confirming the student's learning outcomes at another higher education institution.

11. The Studies Department, having received documents confirming the learning outcomes at another higher education institution from the student, assesses their compliance with the formal requirements, credits the positively assessed learning outcomes (the head of the Studies Department fills in the File of Crediting of the Learning Outcomes at Kazimieras Simonavicius University Card (Annex 1), signs it and keeps it in the student's personal file), and enters the data on learning outcomes in the University's Study Information System. Within 3 working days of the decision on the crediting of learning outcomes, the Studies Department shall inform the student of the decision taken.

12. The learning outcomes in accordance with the agreed curriculum shall be credited in the semester during which the student was studying at another higher education institution in accordance with the agreed curriculum.

13. The names of the subjects/modules taken, the number of study credits converted to the University's credit system (1 ECTS equals 26.67 academic hours), and the marks (optionally converted to the University's grading system) shall be entered in the Diploma Supplement or in the Academic Certificate of Studies, in both English and Lithuanian. If the subject/module was taken at another higher education institution, the name of the higher education institution in both Lithuanian and English should be indicated in a footnote.

## **SECTION II**

### **CREDITING OF LEARNING OUTCOMES GAINED THROUGH PERIODS OF A NON-AGREED CURRICULUM STUDY**

14. A prospective or current student who wishes to receive credit for learning outcomes gained through periods of a non-agreed curriculum study must submit a request to the Studies Department before the beginning of the new semester of study, either from the University-managed student email account (name.surname@stud.ksu.lt) or via the e-delivery system (<https://epristatymas.lt/>):

14.1. a signed and scanned or signed with a qualified electronic signature application form (Annex 2), indicating the study programme of which learning outcomes are to be credited;

14.2. documentation of the learning outcomes to be credited:

14.2.1. the diploma, its supplement if the prospective student has a higher education qualification;

14.2.2. a document evidencing the completion of the studies or part thereof (a study certificate, an academic study certificate or other document);

14.2.3. information on the learning outcomes obtained at another higher education institution, descriptions of subjects/modules taken and passed, or other information on the learning outcomes of the subjects/modules. If study subjects/modules have been taken in another higher education institution operating in the Republic of Lithuania, the documents submitted with the descriptions of the study subjects/modules must be approved by the higher education institution where the study subjects/modules were taken.

14.3. information on the system of assessment of achievements used in the other higher education institution and, if possible, the percentage distribution of the marks obtained by those who have taken part in the studies, if this information is not provided in the Diploma Supplement or in the academic study certificate.

15. If a prospective or current student wishes to receive credit for the learning outcomes, he/she has completed at the University, the documents referred to in point 14 are not subject to submission and point 17 of the Regulations shall not apply.

16. The University's Studies Department assesses the formal requirements for studies according to:

16.1. information about the higher education institution (whether the learning outcomes have been achieved in an institution with the status of a higher education institution), and, if necessary, may apply to a Lithuanian or foreign higher education institution, to the Centre for Quality Assessment in Higher Education as an authorised ENIC/NARIC network centre, and to other institutions, in order to obtain the necessary information about that higher education institution;

16.2. the documents provided by the person (ensuring that the documents and related information are sufficient to make an assessment for crediting).

17. The head of the academic unit, on the basis of the documents referred to in point 14 of the Regulations, shall assess the compliance of the learning outcomes achieved by a prospective or current student with the requirements of the study programme or part thereof and shall award credit for the learning outcomes according to the following general criteria:

17.1. the student's elective subjects/modules shall be credited without restriction;

17.2. the final thesis and/or the final exam is not credited;

17.3. no credit shall be given for any previous negative marks obtained by a prospective or current student;

17.4. no more than 75 per cent of the same cycle of the study programme may be credited;

17.5. credit for learning outcomes may be given for the periods of study results obtained at another university or college of higher education in accordance with the University's principles of credit accumulation up to a maximum of:

17.5.1. 75 per cent of the first cycle study programme for which credit is claimed;

17.5.2. 25 per cent of the vocational studies for which credit is claimed;

17.5.3. 40 per cent of the integrated studies' programme for which credit is claimed.

18. The head of the academic unit, when assessing the compliance of the learning outcomes achieved by a prospective or current student with the requirements of the study programme or a part thereof, and when carrying out the crediting of the learning outcomes, shall have the right to make use of other objective parameters, if the available information is insufficient for the transfer of the learning outcomes, and may also consult with the teaching staff of the relevant subject.

19. The head of the academic unit may decide not to credit the learning outcomes gained through periods of a non-agreed curriculum study, or to credit them after a supplementary examination of knowledge.

20. Within 10 calendar days from the date of receipt of all the documents listed in point 14 of the Regulations, the head of the academic unit shall make the final decision on the crediting of the learning outcomes gained through periods of study.

21. The head of the academic unit credits the learning outcomes (head of the academic unit fills in the File of Crediting of the Learning Outcomes at Kazimieras Simonavicius University card (Annex 1), signs it and forwards to the Studies Department for storage in the student's personal file) and enters the data on learning outcomes in the University's Study Information System. Within 3 working days of the decision on the crediting of learning outcomes, the head of the academic unit shall inform the student of the decision taken.

22. The names of the subjects/modules taken, the number of study credits converted to the University's credit system (1 ECTS equals 26.67 academic hours), and the marks (optionally converted to the University's grading system) shall be entered in the Diploma Supplement or in the academic study certificate, in both English and Lithuanian. If the subject/module was taken at another higher education institution, the name of the higher education institution in both Lithuanian and English should be indicated in a footnote.

### **CHAPTER III\***

#### **ASSESSMENT AND RECOGNITION OF COMPETENCES ACQUIRED THROUGH NON-FORMAL AND INFORMAL LEARNING**

23. In order to ensure the right of prospective and current students to lifelong learning and thereby enhance their employability, the University may assess and recognise the competences acquired by prospective and current students through non-formal and informal learning: through

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\* This chapter altogether with its sections become valid on 1 September 2025.

employment, training, participation in various organisations and groups, volunteering, accomplishing community service, studying in non-formal education institutions or on their own, through informal learning or any other means, and which prospective and current students can justify and demonstrate as equivalent to the learning outcomes of the subjects/modules.

## SECTION I

### GENERAL PRINCIPLES FOR THE ASSESSMENT AND RECOGNITION OF COMPETENCES

24. The University shall carry out the assessment and recognition of the competences acquired by prospective and current students in accordance with the following general principles:

24.1. *Accessibility principle.* Prospective and current students can seek to have their acquired competences assessed and recognised. Accessibility means geographical accessibility to the evaluation site, ensuring equal opportunities, explaining the nature and specifics of the assessment procedure, and discussing the possible assessment results.

24.2. *Flexibility principle.* The assessment methodology allows the competences acquired by prospective and current students to be assessed regardless of where and how they were acquired, allowing individualisation of learning pathways for a person entering the higher education system from a variety of backgrounds: practical work, non-formal education institution, other country, etc.

24.3. *Principle of transparency and objectivity.* The competences acquired by prospective and current students shall be assessed by combining and integrating a variety of assessment methods and avoiding the subjective attitude of the assessor towards the assessment procedures, the criteria or the person whose competences are being assessed. Prospective and current students are given feedback on the decision and the opportunity to appeal.

24.4. *Comparability principle.* The competences acquired by prospective and current students shall be assessed in relation to the expected learning outcomes described in the relevant study programme.

24.5. *Volunteering principle.* By voluntarily deciding to participate in the assessment process, prospective and current students who are interested in the assessment process are responsible for the documentation and additional information provided to support the competences acquired for the assessment, are motivated, prepared for the assessment procedure and, if they are pursuing a tertiary qualification, are consciously planning their further studies at the University.

## SECTION II

### ORGANISING THE ASSESSMENT AND RECOGNITION OF COMPETENCES

25. The assessment and recognition of the competences acquired by prospective and current students at the University shall be organised in the following stages.

25.1. *Informing.* Prospective and current students shall be informed about the principles of assessment, the assessment procedure, the conditions for assessment, the possible outcomes of assessment, and the study options available to meet their individual needs. Prospective and current students make a decision to participate in the assessment and recognition of acquired competences.

25.2. *Consulting*. Prospective and current students prepare for the assessment procedure in group or individual consultation. Prospective and current students are given a detailed presentation of the procedure for the assessment and recognition of competences, including how to prepare a portfolio of evidence of acquired competences, and how to prepare for an assessment interview or other methods of assessment.

25.3. *Assessing*. Evidence of competences acquired by prospective and current students shall be analysed and a range of assessment methods shall be used to determine the relevance and extent of the correspondence between the competences they have acquired, and the learning outcomes set out in their respective study programme.

25.4. *Decision making (evaluating)*. The determination shall be made as to whether the evidence provided by prospective and current students is sufficient to substantiate the competences they have acquired and/or which subjects/modules of the study programme can be credited. The decision on the recognised competences and/or creditable subjects/modules for prospective and current students shall be taken by the head of the academic unit in consultation with the Committees for Programmes of the Relevant Group of Study Fields.

### **SECTION III**

#### **ORGANISING THE ASSESSMENT AND RECOGNITION OF COMPETENCES**

26. In the case of prospective and current students pursuing a higher education qualification, credit shall be given for subjects/modules in the relevant study programme for which the evidence of competences provided by the candidate (e.g. diplomas, certificates of courses, seminars, lecturers' certificates, certificates of participation in a project, event (e.g. conference), employers' feedback, copies of documents produced) and/or competences identified by various assessment methods (e.g. interview) are sufficient to substantiate the competences acquired.

27. Once the competences acquired by current students have been assessed and recognised, the head of the academic unit shall certify them by means of an appropriate document indicating the number of study credits acquired. If prospective students are pursuing a higher education qualification, the study subjects/modules and the corresponding number of study credits shall be counted as part of the intended study programme.

28. In case of information gaps, prospective and current students are given the opportunity to provide additional evidence of acquired competences within 10 working days and/or their competences are assessed by additional methods.

29. In the absence of evidence or in the event of a discrepancy between the competences acquired by prospective and current students and the learning outcomes set out in the study programme, the competences acquired shall not be recognised. Prospective and current students must be given information on opportunities to develop their competences.

### **SECTION IV**

#### **COSTS OF ASSESSMENT AND RECOGNITION OF COMPETENCES**

30. A prospective student who seeks to have his/her achievements acquired through non-formal and informal learning recognised as a learning outcome of his/her studies and to continue his/her studies at the University shall reimburse the following costs, as determined by order of the University rector:

30.1. the costs of organising the assessment and recognition of competences;

30.2. the costs of the assessment and recognition of competences;

30.3. the costs of issuing an academic certificate to persons who have completed their studies at the University, terminated their studies at the University or have been expelled from the University.

#### **CHAPTER IV FINAL PROVISIONS**

31. If a prospective or current student disagrees with a decision on the crediting of learning outcomes gained through periods of study, where academic ethics, procedures and/or technical errors may have been violated during the crediting of achieved learning outcomes, or with a decision on the assessment and recognition of acquired competences, he/she shall have the right to submit a written report (appeal) to the University's Dispute Settlement Commission no later than within three working days from the date of being informed of the decision on the crediting of learning outcomes gained through periods of study.

32. In all cases not provided for in the Regulations, decisions related to the crediting of learning outcomes shall be taken by the University vice-rector.

33. The Regulations are publicly available on the University's website in both Lithuanian and English languages.

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Regulations of Crediting and Recognition of  
Learning Outcomes at Kazimieras  
Simonavicius University  
Annex 1

(Template)

**PATVIRTINTA / APPROVED BY**

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(pareigos / responsibilities)

\_\_\_\_\_

(vardas, pavardė / name, surname)

\_\_\_\_\_

(parašas / signature)

\_\_\_\_\_

(data / date)

**STUDIJŲ REZULTATŲ ĮSKAITYMO KAZIMIERO SIMONAVIČIAUS UNIVERSITETE KORTELĖ /  
CREDITING OF THE LEARNING OUTCOMES AT KAZIMIERAS SIMONAVICIUS UNIVERSITY CARD**

**Studento (-ės) vardas, pavardė / Name, surname of the student:**

**Studijų programa / Study programme:**

**Studijų forma / Study mode:**

**Aukštosios mokyklos, kurioje įgytus studijų rezultatus siekiama įskaityti, pavadinimas, akronimas ir valstybė (lietuvių ir anglų kalbomis) / Name, acronym and country of the higher education institution where the credit is sought (in Lithuanian and English):**

Eil. Nr. / No.	Įskaitomo studijų dalyko (modulio) pavadinimas (lietuvių ir anglų kalbomis) / Title of the credit-bearing subject/module (in Lithuanian and English)	Duomenys apie originalaus studijų dalyką (modulį) / Details of the original subject/module			KSU		KSU studijų dalyko (modulio) atitikmuo / The equivalent of a KSU subject/module
		Studijų tipas / Type of studies (U / K)*	Kitos vertinimo sistemos kreditai arba akademinės valandos / Other assessment system credits or academic hours	Įvertinimas / Mark	ECTS	Įvertinimas / Mark	Studijų dalyko (modulio) pavadinimas / Title of the subject/module
1.							
2.							
3.							

\* U – universitetinės studijos / university-type studies, K – kolegines studijos / college of higher education-type studies.



Regulations of Crediting and Recognition of  
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Simonavicius University  
Annex 2

(Template)

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(būsimo(s) ar esamo(s) studento (-ės) vardas, pavardė / name and surname of a prospective or current student)

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(būsimo(s) ar esamo(s) studento (-ės) kontaktiniai duomenys (pvz., el. paštas, telefonas) / contact details (e.g. email, telephone) of a prospective or current student)

Kazimiero Simonavičiaus universiteto / To: Kazimieras Simonavicius University

[Rektoriui / Rektorei] / [rector]

[nurodyti pedagoginį vardą, mokslo laipsnį, vardą, pavardę] / [indicate the rector's teaching title, academic degree, name, surname]

**APPLICATION  
FOR THE CREDITING OF LEARNING OUTCOMES**

23/09/2024

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(data / date)

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(vieta / location)

Prašau įskaityti šiuos studijų rezultatus / Please credit the following learning outcomes:

1. [indicate which study subject/module replaces which study subject]
2. [indicate which study subject/module replaces which study subject]
3. [indicate which study subject/module replaces which study subject]

Įsipareigoju apmokėti išlaidas Universiteto rektoriaus įsakymu nustatytais atvejais. / I undertake to pay the costs in such cases as defined by the University Rector's order.

PRIDEDAMA / ENCLOSED FILES:

1. [the information and supporting documents referred to in points 14.2 to 14.3 of the Regulations should be enclosed]
2. [the information and supporting documents referred to in points 14.2 to 14.3 of the Regulations should be enclosed]
3. [the information and supporting documents referred to in points 14.2 to 14.3 of the Regulations should be enclosed]

Studentas (-ė) / Student

/parašas / signature/

[vardas, pavardė / name, surname]