

APPROVED
by Resolution of the Academic Council of
Lietuvos Inžinerijos Kolegija
Higher Education Institution
of 10 September 2024, Minutes No. V18-79
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PROCEDURE FOR RECOGNITION OF STUDY RESULTS OF LIETUVOS INŽINERIJOS KOLEGIJA HIGHER EDUCATION INSTITUTION

I. GENERAL PROVISIONS

1. The Procedure (hereinafter – the Procedure) for the Recognition of Study Results of the Lietuvos Inžinerijos Kolegija Higher Education Institution (hereinafter – LIK) shall apply to persons who have completed, studied, or are studying at other Lithuanian or foreign higher education institutions under higher education study programmes, as well as to persons who have studied at LIK and wish to continue their studies at LIK in the same or another study programme.
2. This Procedure establishes the principles for the recognition of achieved partial study results, as well as the procedure for the formalisation of recognition and for the issuance of academic transcripts and course descriptions.
3. The Procedure has been prepared in accordance with Order No. V-1174 of 6 August 2020 of the Minister of Education, Science and Sport of the Republic of Lithuania “On the Approval of the Description of the Procedure for the Recognition of Partial Study Results in Higher Education Institutions” (TAR, 06-08-2020, No. 16995).
4. Study results shall be recognised if the achieved learning outcomes substantially correspond to the learning outcomes of the Study Programme or its part.
5. Recognition of study results shall be carried out by:
 - 5.1. In the Faculty of Industrial Engineering and Technology (hereinafter – FIET) – the coordinators of full-time, part-time, and short-cycle studies, in cooperation with the Heads of Study Programmes (hereinafter – Heads).
 - 5.2. At the Faculty of Environmental Engineering (hereinafter – FEE) – study administrators (hereinafter – Administrators) together with Heads.
6. Students seeking recognition of study results shall apply to the Coordinators/Administrators within five working days from the beginning of a new semester (except for first-year students of the first semester enrolled in part-time studies).
7. First-year students of the first semester enrolled in part-time studies shall apply for recognition of study results no later than by the end of the first week of the first examination session.
8. Study results may also be recognised for persons studying under unclassified student status.

II. RECOGNITION OF STUDY RESULTS ACCORDING TO HARMONISED STUDY CONTENT

9. For a student who has studied at LIK or at another Lithuanian or foreign higher education institution under a partial studies agreement or on another lawful basis with agreed study content, study results shall be recognised without limitations, provided that no violations of the requirements of the mobility period agreement or other document governing the agreed study content are identified in respect of the studied courses (modules).
10. If a student has failed to meet the study requirements under the agreed content (partial study achievements have been assessed negatively or the required number of credits has not been obtained), the student shall be given the opportunity to eliminate academic debts in accordance with the procedure established by LIK.
11. A student wishing to have their study results recognised must submit an application to the

Coordinators/Administrators

(Annex 1), an academic transcript or study certificate showing the completed and positively evaluated courses.

12. Students of LIK returning to continue their studies shall not be required to submit an application for course recognition if their study plan has not changed.

III. RECOGNITION OF STUDY RESULTS ACCORDING TO NON-HARMONISED STUDY CONTENT

13. The study results of a person who has studied or is studying in the same or another higher education institution or in a foreign higher education institution according to the non-harmonised study content shall be recognised in accordance with the recognition procedure, upon assessment of the formal requirements of study results and compliance with the requirements of subject of the target study programme.
14. A student requesting recognition of study results shall submit to the Coordinator/Administrator:
 - 14.1. A request for recognition of the subjects (Annex 1)
 - 14.2. a diploma and its supplement, if higher education has been completed;
 - 14.3. a document certifying completed studies or part thereof (study certificate, academic transcript or another document);
 - 14.4. information on learning outcomes achieved at another higher education institution, including course (module) descriptions or other information on learning outcomes;
 - 14.5. information on the grading system used at the other institution and, where possible, the percentage distribution of grades, if such information is not included in the diploma supplement or academic transcript.
15. Students who have studied (are studying) at LIK and wish to resume (continue) studies at LIK shall not be required to submit course descriptions.
16. Documents may also be submitted by email. In such cases, LIK reserves the right to request submission of original documents.
17. The Head of the Study Organisation Office (FIET)/Vice-Dean for Academic Affairs (FEE) shall assess information on Lithuanian higher education institutions and, if necessary, request additional information from higher education institutions, the Centre for Quality Assessment in Higher Education or other institutions.

The International Relations Office will assess the information about the foreign higher education institution (whether the study results were achieved at an institution holding higher education status) and, if necessary, may contact the foreign higher education institution, the Centre for Quality Assessment in Higher Education as an ENIC/NARIC network centre, and other institutions to obtain the necessary information about the institution.
18. Coordinators/Administrators shall assess other documents submitted by the applicant.
19. Heads shall assess the conformity of achieved learning outcomes with programme requirements and carry out recognition based on the following general criteria:
 - 19.1. elective subjects of the student shall be recognised without any limitations;
 - 19.2. the thesis shall not be recognised;
 - 19.3. General college-level courses, field-specific courses, specialisation courses and internships shall be recognised if at least two-thirds of the intended programme learning outcomes have been achieved;
 - 19.4. no more than 75% of the volume of the Study Programme to be studied may be recognised;
 - 19.5. If programme requirements are met, the Head may:
 - 19.5.1. recognise several completed courses as one;
 - 19.5.2. recognise one completed course in place of several;
 - 19.5.3. recognise part of a course, provided it is at least 3 credits in volume.
 - 19.5.4. recommend partial course recognition for students participating in international mobility activities of less than 3 credits, with interim assessments recorded by the lecturer.

IV. ORGANISATION OF STUDY RESULTS RECOGNITION

20. The Coordinator/Administrator shall prepare a study results recognition card (Annex 2) and submit it to the Head within one working day after the deadline specified in Paragraph 6, except for first-semester first-year part-time students. Recognition cards for first-year, first-semester part-time study students shall be prepared no later than one working day after the expiry of the deadline specified in Paragraph 7.
21. The Head will complete the study results recognition card (Annex 2) and submit it to the Coordinator/Administrator no later than five working days after receiving the recognition card.
22. For students who have studied at foreign higher education institutions under partial study agreements, the Head will convert the results according to the European Credit Transfer and Accumulation System (ECTS) grading scale and the national grading scale (Annex 3).
23. Study results from higher education institutions outside the European Union, where the ECTS system is not used, will be recognised at the discretion of the Head. The Head will complete the recognition card (Annex 2).
24. For final-year students returning to continue their studies and without academic debts (except for the final thesis), LIK will allow them to start working on their final thesis in accordance with the established procedure.

V. FORMALISATION OF STUDY RESULTS

25. Based on the study results recognition cards, the academic administrator (FIET)/Administrator (FEE) will prepare the draft order on the recognition of study results no later than within the first month of the new semester. For first-year part-time students, the order will be prepared no later than by the end of the second week of the introductory session.
26. The decision on recognition shall be formalised by a recognition card (Annex 4), signed by the Head, Coordinator/Administrator and the student.
27. The grade for the recognised part of the studied subject (as per Paragraph 19.5.3) is entered into the Academic Information System (AIS) by the lecturer, based on the U13 grade sheet prepared by the Coordinators/AI-U13 grade sheet prepared by the Administrators, no later than the closing date of the final subject grade sheet.
28. The Coordinators/Administrators enter the recognised subject grades into the Academic Information System (AIS) within three working days after formalisation.
29. Following recognition, a student may:
 - 29.1. Be advanced to a higher year (semester) by order of the Director;
 - 29.2. Be exempted from attending lectures of the recognised study subjects.
 - 29.3. Have the tuition fee recalculated if the student is studying in a state-non-funded study place.
30. The titles of the recognised study subjects, their credit value, and the converted or non-converted grades shall be recorded in the Diploma Supplement instead of the study subjects specified in the study programme. Next to the title of each recognised subject, the abbreviated name of the Lithuanian or foreign higher education institution where the subject was studied shall be indicated in brackets. All abbreviations shall be explained at the end of the list of subjects, and the full name of the Lithuanian or foreign higher education institution shall also be indicated.

VI. ISSUANCE OF ACADEMIC TRANSCRIPTS AND COURSE DESCRIPTIONS

31. An academic transcript shall not be issued to a person who has completed a Study Programme and has been awarded a diploma and Diploma Supplement.
32. A person who has studied at LIK and wishes to obtain an academic transcript (Annex 4) and course descriptions shall apply to LIK Archive. A fee established by LIK shall be charged for these services. A fee established by LIK shall be charged for these services.
33. A student currently studying at LIK who wishes to obtain an academic transcript (Annex 4) shall order it via <https://pazymos.lik.tech/>. Study Accounting Administrator /Administrator shall issue the academic transcript within two working days.
34. A student wishing to obtain course descriptions shall submit an application to the Coordinator/Administrator. Course descriptions shall be prepared within five working days. A fee established by LIK shall be charged for these services.

VII. SUBMISSION AND CONSIDERATION OF COMPLAINTS AND APPEALS

35. If an individual disagrees with a decision on the recognition of study results, they have the right to submit a reasoned appeal to the Director within ten calendar days.
36. The Director shall establish a Study Results Compliance Commission no later than within five working days.
37. The Study Results Compliance Commission shall adopt its decision within ten working days from the date of its establishment.

VIII. FINAL PROVISIONS

38. The Study Results Recognition Card shall be stored in the student's personal file for the period prescribed by legislation.
39. Where learning outcomes are recognised for a student studying in a state-non-funded study place, and upon submission of an application to the Study Organisation Office/Faculty Dean's Office, the tuition fee shall be recalculated.
40. This Procedure shall enter into force upon its approval by the Academic Council.
41. In cases not provided for in this Procedure, decisions shall be taken by the Director.

Prepared by: Head of Study Organization Office J. Bučelienė