

APPROVED
By the Director of the College of Saint
Ignatius of Loyola
Order No V-91 of 31 August 2023

DESCRIPTION OF THE CREDITING OF STUDY RESULTS

I GENERAL PROVISIONS

1. The Description of the Crediting of Study Results (hereinafter - the Description) has been prepared in accordance with the Order of the Minister of Education and Science No.V-1174 of 6 August 2020 "On the Approval of the Description of the Procedure for the Crediting of the Partial Results of Studies at Higher Education Institutions", the Study Procedure of the College of St. Ignatius of Loyola and other legal acts regulating the study processes.
2. The Regulation regulates the principles of crediting the results of studies previously achieved at higher education institutions in other Lithuanian and/or foreign countries and the procedure for their formalisation.
3. The crediting procedure applies to persons who have graduated, studied or are studying in Lithuanian or foreign higher education institutions under higher education study programmes and wish to continue their studies at the ILK, including the results of their studies achieved under the same or other study programmes.
4. The terms used in the description correspond to the terms defined in the Law on Science and Studies of the Republic of Lithuania and other acts of the Republic of Lithuania and the ILK.

II CREDITING OF LEARNING OUTCOMES ACQUIRED IN THE CONTEXT OF AN AGREED COURSE CONTENT

5. A person who wishes to have his/her study results credited, without restriction, provided that the study results are aligned with the studies carried out at the ILK in at least one of the following ways:
 - 5.1. the learning outcomes have been acquired during previous studies at the ILK and the programme of study or the subject for which credit is sought is substantially unchanged;
 - 5.2. the results of part-time studies at another higher education institution with which the ILK has a study exchange agreement.
6. Credit shall be granted if the content of the study subject corresponds to at least two thirds of the content of the study subject of the study programme currently in force at ILK.
7. A person who wishes to have his/her study results credited according to the agreed study content, demonstrate the skills and/or competences to assess their own competences.
8. A person wishing to have the results of his/her previous studies credited shall submit to the Department of Studies an application for the crediting of the results of studies (Annex 1), specifying the study programme for which he/she wishes to have the results of his/her studies credited and the results of studies he/she wishes to have credited.
9. If you have studied at another higher education institution, you must provide a certificate of the courses you have taken and completed, and a transcript of the courses you want to be credited with.
10. A person wishing to have the results of studies obtained at a foreign higher education institution with which ILK has a cooperation agreement credited must submit the original document and its official translation into Lithuanian language, certified by a translation agency.
11. If a student, through no fault of his/her own, has missed and failed to complete the agreed content of his/her studies, the ILK shall, on his/her return to continue his/her studies, allow him/her to make up the shortfall. The credits acquired during the partial study abroad shall be included in the Diploma Supplement.
12. A person wishing to have the results of his/her studies at another higher education institution credited towards his/her ILK shall apply to the Department of Studies with a request to obtain a certificate of the subject(s) he/she has studied as well as the course outline(s) (Annex 2).

III. CREDITING OF STUDY RESULTS BASED ON UNMATCHED STUDY CONTENT

13. A person who wishes to have credit for study results whose content has not been agreed with the ILK by at least one of the methods specified in point 5 of this Regulation shall submit to the Department of Studies within 2 (two) weeks from the beginning of the semester:

13.1. an application for the crediting of study results, specifying the programme of study for which the crediting of study results is requested and the study results to be credited;

13.2. documentation of your study results:

13.2.1. the diploma, its supplement (appendix) and course descriptions if you have a degree;

13.2.2. a study certificate (academic certificate) and course descriptions if you are a student at a higher education institution in Lithuania or a foreign country, or if you have studied but not completed your studies, or if you haven't been issued a diploma supplement (appendix) for the completed studies;

13.3. Requests for credit for learning outcomes submitted later than the dates specified in point 13 of the Regulations
deadlines are not considered.

14. The Coordinator for the Recognition of Study Results, appointed by the Director of the College, assesses the compliance of the studies for which credit is sought with the requirements of the legislation:

14.1. verify that the school where the results were obtained is recognised. If necessary, it can ask other authorities for information about that institution;

14.2. verify the conformity of the type of study, the type of study programme, the form of study and other features of the study

For the ILK study system.

14.3. information on the system of assessment of achievements used by the other higher education institution, if this information is not included in the diploma supplement (annex) or in the study certificate, and the study results are obtained outside the ILK.

15. The Recognition Coordinator, on the basis of the Diploma Supplement (Appendix) or the Study Certificate and the course descriptions, compares the results of the studies with the requirements of the intended programme of study, completes the Academic Credit Card and submits it to the Head of the Department of Studies, who submits it and the proposed decision on the results to be credited to the Director of the College. The Director of the College shall make a final decision within 14 working days on the individual's credit outcome.

15.1. If necessary, the Coordinator for the Recognition of Learning Outcomes may consult with the lecturer coordinating the subject/module to be credited and/or other lecturers of the study programme to determine the equivalence of the results;

15.2. The results of a field of study shall be credited if they constitute at least two thirds of the study results of the intended programme of study, and if they are consistent with the objectives and results of the field of study, the scope of the course, and the other main parts of the content of the course.

15.3. If there is no comparable subject in the field of study, the results to be credited must comply with the general requirements of the study programme and the requirements of the field of study. This compliance shall be assessed by the Coordinator for the Recognition of Learning Outcomes and by a teacher who is designated by order of the Principal to participate in the assessment of the individual's skills and/or competences.

15.4 A person who wishes to have his/her study results credited against the content of a non-harmonised study, demonstrate the skills and/or competences to assess their own competences.

15.5. General results of collegiate studies shall be credited if they correspond to the following part of study subjects

the essential objectives and the main content of the course.

15.6. The results of the student's free-choice courses, within the framework of the programme of study for which credit is requested, shall be credited without restriction.

15.7. A person's previous negative grades shall not be credited;

15.8. The final thesis and/or the final examination is not creditable.

15.9. Study placements are not creditable.

15.10. No more than 40% of the intended programme of study may be credited.

CHAPTER IV CREDITING OF LEARNING OUTCOMES

16. The crediting service for ILK is fee-based. The cost of the crediting service is set for the academic year by order of the Director of the College.
17. Crediting of learning outcomes is carried out for all years of study.
18. The creditable study results of a person shall be documented by completing the Credit Card (hereinafter referred to as the "Card") (Annex 3) and the Director's order on study matters.
19. The completed and signed Card is stored in the ILK Study Information System (UNIMETIS). It is used as a basis for the preparation of the College Principal's Order and the crediting of the student's study results.
20. The registration number of the learning record card is linked to the calendar year and the student's UNIMETIS programme identification number, i.e. it consists of an identification tag "K-" and the student's enrolment date (e.g. No. K-2021-USIN-xx-xxxxxxx).

CHAPTER V FINAL PROVISIONS

21. Within 3 working days of the decision on the crediting of the study results, the Recognition Coordinator shall inform the person of the decision taken.
22. A person who disagrees with a decision on the crediting of study results shall have the right to appeal against the decision in accordance with the ILK Appeal Procedure.

(Student's name, surname, phone number, email)

(Study programme, course,)

College of St Ignatius of Loyola
For the Department of Studies

APPLICATION
APPLICATION FOR CREDIT FOR STUDY RESULTS

20.... m..... d.

Kaunas

Please 20___/20___ Science year semester Retrieved from
subjects,
studied at _____
(Name of institution)

El. No.	Title of subject	Number of credits (ECTS)	Number of hours	Rating

ADD

1. Diploma, its appendix (annex);
2. Subject descriptions;
3. Study certificate (academic transcript).

Student's Name, Surname, Signature

A DESCRIPTION OF THE SUBJECT(S) STUDIED

STUDY PROGRAMME _____

Name of the study subject (module) in Lithuanian _____

Name of the subject (module) in English _____

Study subject (module) annotation _____

Scope of the study subject (module)

Credit	Total hours.
ECTS	

The aims of the subject/module:

- 1.
- 2.
- 3.

Programme learning outcomes

Programme learning outcomes
1. 2. 3. 4.

Assessment of learning achievements

CREDIT CARD FOR STUDY RESULTS

K-2023-USIN-2x-xxxxxx

First name, Last name

Course

studying at

level and form of study

stu name of the programme

studied at

Name of country

Name of school

Study programme,

The following subjects are credited to the student:

Eil. No.	Title of the subject (module)			Scope of study			Certificate	Notes	
	Schools where the credit for the learning outcomes, the title of the course (the title of the course, if any, is given in parentheses in a foreign language)	Title of the course at the College of St Ignatius of Loyola	Semester	AM credits	ILK credits	Included credits	Available Certificate AM	To assess the competence of the skills and/or competences demonstrated Solution	Indicate the proportion to be accounted for by ILK
1.									
2.									

Head of the Studies Department

name, surname

Signature

data

Coordinator for recognition of learning outcomes

name, surname

Signature

data