

**ORDER OF STUDY RESULT RECOGNITION
AT ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS**

1. Application of order of study result recognition

The order of recognition of study results (hereinafter, the Order) is applied to all students who study in selected programmes of Undergraduate, Graduate and Executive studies at ISM University of Management and Economics (hereinafter, ISM). The Order is not applied to doctoral students of ISM since doctoral study results are recognised by Regulations of Doctoral studies.

2. Recognition of Study Results under Agreed Learning Agreement

- 2.1 Study results of a person who has studied at the higher education institution in Lithuania or abroad, either under an external part-time learning agreement, an agreement between ISM or other Lithuanian institution of higher education and foreign higher education institution or under any other legal grounds shall be recognized without any limitations, unless there is evidence of breach of any requirements under the study agreement or any other document specifying the study content.
- 2.2 A person seeking recognition of his/her study results under the agreed learning agreement is required to submit a transcript of records from a respective higher education institution.

3. Recognition of Study Results under Non-agreed Learning Agreement

- 3.1 Study results of a person who has studied at the higher education institution in Lithuania or abroad under a non-agreed learning agreement may be recognized by ISM, taking into account formal requirements of the study results and their conformity with the requirements of the study programme at ISM.
- 3.2 Courses that have been successfully completed at other universities may be recognized by the Committee of Studies of the respective school¹ (hereinafter, the Committee). After the Committee has recognized courses, a student shall be exempted from the tuition fee covering recognized courses, taking into account the following factors:
- 3.2.1. Subject volume (number of credits or hours allocated for studies);
 - 3.2.2. Subject content (course syllabus);
 - 3.2.3. Grades received
- 3.3 Courses that have been successfully completed at higher education institutions, **other than university**, shall be recognized without limitations, if the study programmes at higher education institutions, other than university, have been accredited by ISM under a respective agreement between the institutions. In other cases, the Committee shall decide on the recognition of courses at ISM.
- 3.4 A person seeking recognition of his/her study results is required to submit the following documents:
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- 3.4.1. a request specifying the study program under which he/she is currently studying or is willing to study;
 - 3.4.2. documents certifying his/her study results: diploma, diploma supplement, and course descriptions provided the person has a degree; a transcript of records and course descriptions provided the person is or was a student of Lithuanian or foreign higher education institution but has not graduated from it;
 - 3.4.3. a person seeking recognition of his/her study results from the same higher education institution where he/she is currently studying, has a degree from it or has taken courses but not completed the study programme at it is not required to submit course descriptions.
- 3.5 The Committee shall appraise the following formal study requirements in accordance to the laws of the Republic of Lithuania:
 - 3.5.1. the legal status of Lithuanian or foreign higher education institution, the legal status of the study programme, authenticity of documents justifying a degree acquired from higher education institution or study results of partial studies; where necessary, the Committee may address other institutions for information on the respective issues;
 - 3.5.2. the level and type of studies, the type of study programme, the form of studies, etc., as provided in documents submitted by the person seeking recognition of studies.
- 3.6 The Committee shall appraise the conformity of study results with the requirements of the study programme the above person is currently taking or is willing to take, in accordance to his/her diploma supplement or transcript of records and course descriptions:
 - 3.6.1. a course shall be recognized, if it comprises no less than two thirds of the study area basis or specialization course in the current or desired study programme and meets the main goals and content parts of the course (including its learning outcomes); or, in the cases when there is no similar study area basis or specialization course, it corresponds to the general requirements of the subject and provides knowledge and abilities indicated in the programme;
 - 3.6.2. general university education course shall be recognized, if it corresponds to the main goals and content parts of the course (including its learning outcomes);
 - 3.6.3. electives shall be recognized without any limitations (except Executive school);
 - 3.6.4. final paper work/theses or final examination shall not be recognized.
 - 3.6.5. a completed course in a higher education institution other than ISM shall be recognized, when the grade received is not less than 6 (six), unless stated otherwise by the Committee decision.
- 3.7 Provided a person did not fulfil study programme requirements at ISM and seeks to cover the missing courses at other higher education institutions with the goal to eliminate the failed courses at ISM, his/her study results shall not be recognised.
- 3.8 A person seeking recognition of his study results shall submit a request **no later than one month** prior to the start of the respective semester, unless otherwise specified by the Committee. The Committee shall pass a decision on recognition of study results after the person submits all documents specified in Article 3.6.
- 3.9 The Committee retains a right to not recognize the study results if the respective study programme requirements are not met. The decision shall be final and indisputable.
- 3.10 Recognition of study results shall come into power after the person is enrolled at ISM or granted the ISM Bachelor's or Master's degree and a respective diploma.
- 3.11 ISM respective degree diploma shall be awarded if:

3.11.1 a student or graduate of non-university type higher education institution has completed no less than 50 percent of the study programme at ISM counting by credits (applicable for undergraduate studies);

3.11.2 a student or graduate of university type higher education institution has completed no less than 25 percent of the study programme at ISM counting by credits.

4. Documentation of Study Results

4.1 Resolution on the study result recognition shall be documented in the form of ISM study results acknowledgement card, specified by ISM.

4.2 The titles, the credit value and grades of the recognized courses shall be recorded in the diploma supplement (transcript of records, if requested). The acronym of the name of the higher education institution at which a recognized course was completed shall be provided next to the respective course title. All acronyms shall be defined at the end of the course list.

4.3 Course titles, grades, names of foreign countries, higher education institutions, and any other relevant data shall be recorded into the diploma supplement or transcript of records in Lithuanian, English or other foreign language, depending on which the original documents of study results were issued.

5. Procedure for converting a ten-point grading system to the ECTS* system

5.1 After the period of studies abroad finishes, all successfully completed courses provided for in the Learning Agreement are recognized, the acquired grades and ECTS credits are converted to national credits, respectively. Provided the transcript of records is issued in a language other than English, the person shall be required to submit the original document.

5.2. The recognised period of studies abroad and acquired ECTS credits shall be indicated in the **diploma supplement** given to the student together with a university diploma.

ECTS shall be used as a credit transfer system, and the ECTS grade shall be indicated together with the national grade. **Based on statistical calculations, students shall be ranked in accordance with ECTS grading scheme. The passing grades of students shall be distributed as follows:**

- A – 10% of those who have the highest results
- B – 25% of those who have lower results
- C – 30% of those who have lower results
- D – 25% of those who have lower results
- E – 10% of those who have lower results

Grades which are acquired during student exchange programmes shall be converted into national grades. Calculations shall be based on the nominal distribution of grades.

If the transcript of records does not give a nominal distribution of grades, different *ten-point grading systems used to evaluate knowledge, abilities and skills at ISM studies shall be applied:*

Grades acquired in **Undergraduate, Graduate and Executive studies** shall be converted in accordance with this system:

Required knowledge, %	Grade	Definition	ECTS* Equivalent	Pass/fail system
$95 \leq x \leq 100$	10	Excellent, exceptional knowledge and skills	A	PASS
$85 \leq x < 95$	9	Strong, good knowledge and skills	A	
$75 \leq x < 85$	8	Above average knowledge and skills	B	
$65 \leq x < 75$	7	Average knowledge and skills, minor mistakes	C	
$55 \leq x < 65$	6	Below average knowledge and skills, mistakes	D	
$50 \leq x < 55$	5	Minimum knowledge and skills	E	
$40 \leq x < 50$	4	Insufficient	FX	FAIL
$30 \leq x < 40$	3	Insufficient	F	
$20 \leq x < 30$	2	Insufficient	F	
$0 \leq x < 20$	1	Insufficient	F	

*ECTS – European Credit Transfer System

6. Recognition of qualification giving access to higher education and higher education qualification for international students ²

Original copies (approved by the Public Notary) of the documents of qualification giving access to higher education and higher education qualification acquired abroad must be sent/ submitted for assessment and recognition to the Lithuanian Centre for Quality Assessment in Higher Education (www.skvc.lt).

² International applicants are required to have qualification equivalent to an approved Lithuanian qualification. Minimum requirements for educational background for each study level and study programme are given in Admission rules and application procedures.