

PROCEDURE FOR RECOGNITION OF STUDY RESULTS AND CREDIT TRANSFER AT ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS

1. General provisions

1.1. The Procedure for Recognition of Study Results and Credit Transfer at ISM University of Management and Economics (hereinafter—*ISM*) establishes principles for credit transfer and principles for recognising and recording the study results of graduates and persons who studied or are studying at higher education institutions of Lithuania or a foreign country according to programmes of higher education, including the results of persons who studied at ISM non-sequentially or have not completed studies within a set study period of time and who want to continue studies at ISM in the same or in another study programme.

1.2. Study results—aggregate knowledge and skills acquired during studies, the scope of which is defined in credits and the level of which is assessed by a grade.

1.3. Other terms used in this Procedure are to be understood as they are defined in the legal regulations specified in Clause 1.6.

1.4. The Procedure is applied to ISM students in the bachelor's and international master's programmes (hereinafter—*Students*).

1.5. Recognition of study results and credit transfer is carried out by:

1.5.1. The vice dean for Academic Affairs—recognition of study results according to a confirmed study agreement for persons who studied at ISM non-sequentially or have not completed studies within a set study period of time;

1.5.2. Study Commission—recognition of study results according to a study agreement that has not been confirmed for persons who studied at ISM non-sequentially or have not completed studies within a study period of time that is twice as long as the duration of the study programme and other cases of recognition of study results not specified in this Procedure.

1.6. The Procedure has been prepared on the basis of the Law on Higher Education and Research of the Republic of Lithuania (*Valstybės Žinios* [Official Gazette], 2009, No. 54-2140); the following orders of the Minister of Education and Science: order No. ISAK-1603 'On the procedure for recognition of study results' of 12 November 2003 (*Valstybės Žinios*, 2003, No. 109-4899) and order No. ISAK-1463 'On amendment of order No. ISAK -1603 "On the procedure for recognition of study results" of 12 November 2003 of the Minister of Education and Science' (*Valstybės Žinios*, 2006, No. 78-3089).

2. Study Commission

2.1. The Study Commission consists of representatives of lecturers of ISM, the ISM study administration, and Students. The members and chairman of the Study Commission are appointed and withdrawn by the dean for studies.

2.2. The Study Commission examines Students' requests regarding recognition of their study results and credit transfer at least once per semester.

3. Recognition of study results according to the confirmed content of studies

3.1. The study results of a person who studied at an institution of higher education abroad according to a study agreement for a certain period of studies, an agreement concluded between institutions of higher education, or an institution of higher education and an institution of higher education abroad or who confirmed the content of studies on another legal basis are recognised without restrictions if no breach is identified in respect to the subjects studied in the requirements of the agreement or other document pursuant to which the content of studies was confirmed.

3.2. The person who wishes his/her study results to be recognised, must submit his/her study (academic) certificate for the subjects s/he successfully completed to the head of the Study Division.

4. Recognition of study results according to study content that has not been confirmed

4.1. The study results of the person who studied at a higher education institution in Lithuania or abroad according to the study content that has not been confirmed are recognised by assessing the compliance of the study results to the study cycle, study area, and study field as well as compliance with the requirements for the subjects of a desired study programme.

4.2. The person who wishes his/her study results to be recognised must no later than one month before the beginning of the semester submit the following to the head of the ISM Study Division:

4.2.1. a request specifying the study programme s/he is currently studying or intends to study;

4.2.2. documents about study results: diploma, appendix (annex) to the diploma, and descriptions of subjects if the person has acquired higher education; the study (academic) certificate and descriptions of subjects if the person is a student at an institution of higher education in Lithuania or abroad or the person has studied but has not completed his/her studies;

4.2.3. if a person who is a current or former student at ISM but has not completed his/her studies wishes his/her study results to be recognised, s/he is not required to submit descriptions of subjects.

4.3. Taking into consideration the legal regulations of the Republic of Lithuania, the Study Commission assesses:

4.3.1. the legal status of the study programme of the institution of higher education in Lithuania or abroad and the authenticity of documents certifying higher education obtained or the results of periods of study; where appropriate, relevant authorities may be approached to obtain the necessary information;

4.3.2. documents regarding the type of studies, study programme, and study form.

4.4. Study subjects which the student successfully completed at institutions of higher education may be recognised by ISM with regard to the results achieved:

4.4.1. the number of credits collected (study programme);

4.4.2. grades for study subjects obtained (study achievements).

4.5. The Study Commission, on the basis of the appendix (annex) to the diploma or the study (academic) certificate and descriptions of subjects, assesses compliance of study results and the results of a desired study programme:

4.5.1. the subjects of university background education are recognised without restrictions;

4.5.2. optional subjects studied by the student are recognised without restrictions;

4.5.3. the final paper/project and/or the final examination is not recognised;

4.5.4. If a subject was *not* studied at ISM, it is recognised only when the grade for the subject is at least 6 (six) unless the Study Commission decides otherwise.

4.6. Grades for subjects studied at another institution of higher education are not recognised if the person asks to have them recognised as covering the requirements that s/he failed to satisfy in a certain study programme at ISM in order to eliminate academic debts for that study programme.

4.7. An ISM diploma may be issued for a degree if:

4.7.1. a student or a graduate of non-university studies studied at ISM at least 50% of all subjects in terms of the number of credits and a student or a graduate of university studies studied at ISM at least 25% of all subjects in terms of the number of credits (applied to the first cycle of studies);

4.7.2. a student or a graduate of university studies studied at ISM at least 75% of all subjects in terms of the number of credits (applied to the second cycle of studies).

5. Recording of study results

5.1. Study results that have been recognised are recorded by completing a study result recognition card.

5.2. The title of the subject recognised, its scope in terms of the number of credits, and the grade are recorded in the appendix to the diploma (study or academic certificate, if desired) instead of the subjects specified in the study programme. An abbreviated name of the higher education institution in Lithuania or abroad where the subject was recognised is specified next to the title of the subject

recognised. All abbreviations must be explained at the bottom of the entire list of subjects, and the names of institutions of higher education abroad must be specified.

5.3. The titles of the subjects, grades, names of foreign countries, and names of institutions of higher education abroad are specified in the appendix to the diploma or the study/academic certificate in Lithuanian and in English or another foreign language in which the original document certifying the study results has been submitted.

6. Procedure for conversion of the ECTS grading system to the 10-point grading system

6.1. After the end of the study abroad period, this study period is recognised and all credits acquired according to the confirmed Learning Agreement and grades are converted to ECTS credits according to the ISM definition of the ECTS Study Credit. If the academic certificate provided by the student is in a language other than English, the original document must also be submitted.

6.2. The recognised period of study abroad and credits acquired must be specified in the appendix to the diploma that the student receives together with the university graduation diploma.

6.3. If ECTS is used as the credit transfer system, the ECTS grade is specified next to the national grade. The ECTS grading scale ranks the students on a statistical basis.

6.4. Grades acquired in exchange programmes are converted to national grades on the basis of the nominal distribution of the grades.

6.5. If the nominal distribution of the grades is not provided in the academic certificate, the grades are converted according to the 10-point grading systems for assessing study results approved by ISM (Table 1).

(Table 1) Grades obtained in the bachelor's and international master's programmes are converted according to this grading system:

ECTS equivalent	Passed/ failed	Assessment description	Percentage value	Grade
A	Passed	Excellent and outstanding knowledge and skills	$95 \leq x \leq 100$	10
A		Strong, good knowledge and skills	$85 \leq x < 95$	9
B		Knowledge and skills above the average standard	$75 \leq x < 85$	8
C		Average knowledge and skills, minor errors	$65 \leq x < 75$	7
D		Knowledge and skills below the average standard, some errors	$55 \leq x < 65$	6
E		Knowledge and skills meet the minimum requirements	$50 \leq x < 55$	5
FX	Failed	Does not meet minimum requirements	$40 \leq x < 50$	4
F			$30 \leq x < 40$	3
F			$20 \leq x < 30$	2
F			$0 \leq x < 20$	1

6.6. Study results obtained at universities located outside the European Union, where no ECTS system is used, are recognised according to the conversion procedure for the credits provided by the ISM study exchange partners and approved by the Study Commission.

7. Submission and examination of appeals

7.1. If a person does not agree with the decision regarding recognition of his/her study results or study renewal, s/he may within 10 days of the adoption of the decision submit an appeal against the decision to the Appeals Commission.

7.2. The composition of the Appeals Commission is determined by the rector of ISM. The Appeals Commission must examine the appeal within 10 days. The decision of the Appeals Commission regarding recognition and study results or study renewal is final.

7.3. The Study Division notifies the student about the decision.