

**ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS, UAB
RECOGNITION OF PERIODS OF STUDY AT OTHER HIGHER EDUCATION
INSTITUTIONS**

1. General provisions

- 1.1. ISM University of Management and Economics (hereinafter - ISM) Recognition of periods of study at other higher education institutions procedure (hereinafter - the Procedure) applies to persons who have graduated, studied or are studying at other Lithuanian or foreign country higher education institutions according to higher education study programmes, and wish to continue bachelor's or master's studies at ISM, with the recognition of their periods of study obtained in the same or other short, college, university first, second cycle or integrated, professional study programmes. The Procedure also applies to persons who have studied at ISM inconsistently, or have not completed their studies within the established period of the study programme and who wish to continue their studies at ISM in the same or another study programme.
- 1.2. The Procedure establishes the principles of recognising the achieved learning outcomes, the procedure of their formalization and credit transfer.
- 1.3. The terms used in the Procedure correspond to the terms defined in the Law on Higher Education and Research of the Republic of Lithuania.
- 1.4. The results of periods of study at other higher education institutions are recognised if the achieved learning outcomes substantially correspond to the learning outcomes of the programme or its part.
- 1.5. The recognition of the period of study at ISM is performed by the Studies Department. If necessary, the employees of the Studies Department may apply to the Study Commission, when examining the cases of learning outcomes recognition that are not covered in this Procedure.
- 1.6. The Studies Department examines students' applications for recognition of period of study at least once per semester.

2. Recognition of period of studys according to the agreed curriculum

- 2.1. The learning outcomes of a person who has studied at another foreign higher education institution under a periods of study agreement, an inter-institutional agreement, or a higher education institution and a foreign higher education institution on another legal basis, shall be recognised without restrictions, unless violations of the requirements of the document by which the subjects (modules) were agreed for the mobility period are identified.
- 2.2. A person who wishes to have his / her learning outcomes recognised shall submit a study (academic) certificate (in English or Lithuanian) on the assessed study subjects (modules) to the Studies Department.

- 2.3. If the student has not fulfilled the requirements specified in the agreed curriculum (periods of study achievements have been assessed negatively, the intended number of study credits has not been collected), opportunities are provided to achieve the intended learning outcomes and account for the missing subjects (modules) according to the procedures established by ISM.
- 2.4. If due to the circumstances beyond the person's control, the study subjects (modules) provided for in the study programme have not been taken, the person is provided with the opportunity to study such a subject and account for it free of charge, but not later than by the end of the next semester. In this case, the student cannot choose another study subject (module) at his / her own discretion. The study subject (module) is chosen by the university without any request from the student.

3. Recognition of study results according to non-agreed curriculum

- 3.1. The learning outcomes of a person who has studied at the same or another Lithuanian or foreign higher education institution according to the non-agreed curriculum are recognised after assessing the compliance of the learning outcomes with the study cycle, area and field and compliance with the subject requirements of the desired study programme.
- 3.2. A person wishing to have his / her learning outcomes recognised shall submit to the ISM Admissions Office no later than one month before the beginning of the studies:
 - 3.2.1. an application indicating the study programme for which the learning outcomes are to be recognised;
 - 3.2.2. documents on the learning outcomes to be recognised;
 - 3.2.3. the diploma, its supplement (appendix), if the person has acquired higher education;
 - 3.2.4. a document certifying completed studies or a part thereof (study certificate, academic study certificate or other document);
 - 3.2.5. information on the learning outcomes achieved in another higher education institution, syllabuses of the subjects (modules) taken and positively assessed, or other information on the learning outcomes of the subjects (modules);
 - 3.2.6. information on the learning outcomes assessment system used in another higher education institution and, if possible, the percentage distribution of assessments of the persons who participated in the studies, unless this information is provided in the diploma supplement or academic study certificate;
 - 3.2.7. a person who is studying or has studied at ISM, but has not completed his / her studies, does not need to submit syllabuses of study subjects (modules) if he / she wishes to have their learning outcomes recognised.
- 3.3. If the documents referred to in Articles 3.2.1.-3.2.3. are issued in a language other than Lithuanian or English, an official translation into one of these languages shall be submitted.
- 3.4. The Studies Department evaluates the formal requirements according to:
 - 3.4.1. information about the higher education institution (whether the learning outcomes have been achieved in an institution with the status of a higher education institution), if necessary, apply to a Lithuanian or foreign higher education institution, the Centre for

Quality Assessment in Higher Education as an authorized ENIC / NARIC network centre and other institutions;

- 3.4.2. documents submitted by the person.
- 3.5. The Studies Department, based on Articles 3.2.1.-3.2.6. assesses the compliance of the learning outcomes achieved by the person with the requirements of the study programme or its part and performs the recognition of the learning outcomes in accordance with the following general criteria:
- 3.5.1. elective modules (subjects) taken by a student are recognised without restrictions;
- 3.5.2. the final thesis and (or) final examination are not recognised and accepted;
- 3.5.3. no more than 75 per cent of the scope of the study programme of the same cycle may be recognised, calculated in credits;
- 3.5.4. it is possible to recognise the results of periods of studies obtained in another type of higher education institution (university, college) according to the principles of accumulation of credits of a higher education institution, not exceeding:
- 3.5.4.1. 75 per cent of the scope of the first cycle study programme, the learning outcomes of which are to be recognised, calculated in credits;
- 3.5.4.2. 25 percent of the scope of the second cycle study programme, the learning outcomes of which are to be recognised, calculated in credits.
- 3.5.5. if a study subject (module) has been studied outside ISM, it shall be recognised when the equivalent of its assessment in the ISM system is at least 7 (seven), unless the Studies Department decides otherwise.
- 3.5.6. In case the subject (module) to be recognised is not taught at ISM, the recognition is performed by choosing the most similar subject (module) taught at ISM.
- 3.5.7. The learning outcomes of the subjects (modules) achieved in another higher education institution are not recognised if the person requests to substitute the learning outcomes of that subject for the subject which he/she failed to attain at ISM in order to liquidate the academic failure of the study programme.

4. Decision on the recognition of learning outcomes and its formalisation

- 4.1. The decision on the recognition of learning outcomes is made within 20 working days from the receipt of all necessary documents by the Studies Department.
- 4.2. Recognised learning outcomes are formalized by filling in an individual study plan and / or entering data in the UNIMETIS study information system.
- 4.3. The names of the recognised study subjects (modules), their scope of study credits converted into the credit system applied by ISM, and the assessments converted into the assessment system applied in the higher education institution are entered in the diploma supplement (academic certificate, if desired) instead of the study programme subjects (modules) . Next to the name of the recognised subject (module), the abbreviation of the name of the other higher education institution where the recognised subject (module) was studied shall be indicated, and the full name of the higher education institution shall be indicated in the footnote.

- 4.4. The names of the study subject (module), assessments, and names of foreign countries are presented in the diploma supplement or study / academic certificate in Lithuanian and / or English. The names of foreign higher education institutions may be provided in the original language in Latin characters.

5. Submission and consideration of complaints and appeals

- 5.1. If a person does not agree with the decision on the recognition of learning outcomes or renewal of studies, he / she may submit a written appeal to the Appeals Committee no later than within 10 working days from the adoption of the decision.
- 5.2. The composition of the Appeals Committee is determined by the Rector of ISM. The Appeals Committee shall examine the appeal within 10 working days. The decision of the Appeals Committee regarding the recognition of learning outcomes or renewal of studies is final.
- 5.3. The student is informed about the decision by the ISM Studies Department.