

APPROVED

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THE DESCRIPTION OF THE PROCEDURE FOR CREDITING LEARNING OUTCOMES AT KAUNO KOLEGIJA HIGHER EDUCATION INSTITUTION

CHAPTER I GENERAL PROVISIONS

1. *The Description of the Procedure for Crediting Learning Outcomes at Kauno kolegija Higher Education Institution* (hereinafter referred to as the Description) sets out the principles and procedure for crediting and formalising achieved learning outcomes at Kauno kolegija Higher Education institution (hereinafter referred to as KK). It applies to KK students who have graduated, have studied at Lithuanian or foreign higher education institutions under higher education study programmes and would like to continue their studies by having their learning outcomes credited according to the same or other short-cycle or collegial study programmes.

2. The Description has been prepared in accordance with *the Description of the Procedure for Crediting Learning Outcomes of Partial Studies at Higher Education Institutions, the Law on Higher Education and Research, the Description of the Procedure for Organizing and Financing Student Mobility at KK under International Exchange Programmes, the Description of the Procedure for Organising Joint and Double-Degree Study Programmes at KK, and the KK Study Procedure*.

3. Key concepts used in the Description:

3.1. Partial studies refer to learning based on coordinated / uncoordinated study content / an exchange programme that provides the student with knowledge and abilities, which are assessed and confirmed by a certificate.

3.2. The Transcript of Credited Learning Outcomes is a document generated in the Study Management System. It indicates the titles of the courses / modules (in Lithuanian and English) to be credited, the corresponding courses / modules in the relevant study programme at KK, the volume in credits, evaluations, and the name of the institution where the learning outcomes were achieved.

3.3. A certificate is a formal document indicating a person's learning achievements during the period of study. It contains information about the completed courses / modules and received evaluations.

3.4. A study course is a relatively autonomous constituent of studies. It is intended to achieve a specific aim of the study programme and certain learning outcomes and has its own subject matter for research, knowledge-based content, and methods.

3.5. A course / module description is a document that indicates the title of the course / module (in Lithuanian and English), its volume, an annotation (in Lithuanian and English), the anticipated learning outcomes, study and assessment methods, the course plan, with the titles of topics and the number of hours (lectures, practical activities, consultations, self-study hours), assessment system, necessary material resources.

3.6. A study credit is a unit of the volume of a course / module used to estimate a student's average workload needed to achieve learning outcomes.

3.7. A study module is a constituent of a study programme with a defined number of credits. It consists of one or more content-integrated components and is aimed at achieving a common goal and anticipated learning outcomes.

3.8. Study programme coordinator is a person who supervises the study programme (the Head of Department / Academy / Centre / Study Development Coordinator) and assesses the programme

of partial studies, as well as the compliance of learning outcomes with the requirements of the intended or current study programme.

3.9. Learning outcomes are the statements indicating what the student / unclassified student knows, understands, and is able to do after completing the studies of a course / module and (or) the whole study programme and are defined by the knowledge, abilities, and attitudes.

4. The following may be credited at KK:

4.1. the learning outcomes of partial studies according to coordinated / uncoordinated study content, achieved by students at a higher education institution in the European Union or a country of the European Economic Area (hereinafter referred to as a foreign higher education institution), if this institution is recognized in accordance with the legislation of that country;

4.2. the learning outcomes of partial studies according to coordinated / uncoordinated study content, achieved by students at another or the same type of higher education institution in Lithuania;

4.3. the learning outcomes achieved by students while studying at KK or another higher education institution under a previously undertaken study programme or after completing individual courses / modules.

5. The final thesis and/or the final examination shall not be credited.

CHAPTER II

CREDITING OF ACHIEVED LEARNING OUTCOMES ACCORDING TO THE COORDINATED STUDY CONTENT

6. The learning outcomes achieved by a student who has studied at another Lithuanian or foreign higher education institution (under an inter-institutional cooperation agreement / partnership agreement between KK and another higher education institution) shall be credited without restrictions (i.e., all study credits shall be credited, except for the final thesis and/or the final examination), provided that no violations of the requirements of the agreement or other document coordinating the content of studies are identified in relation to the courses / modules studied.

7. If a student participates in exchange programmes for studies or internships, their learning outcomes are credited upon receipt of the documents from the partner institution confirming the achieved learning outcomes.

8. A student who wishes to have his / her learning outcomes credited according to the coordinated study content shall submit documents confirming the achieved learning outcomes to the Head of the Department / Centre / Academy / Study Development Coordinator no later than 25 working days after the beginning of the semester.

9. Based on the documents confirming the achieved learning outcomes, the study programme coordinator assesses the student's learning outcomes in terms of their alignment with the requirements of the study programme or its part, as well as compliance with the formal requirements of the studies. The coordinator then completes the Transcript of Credited Learning Outcomes (see Annex 1) in the Study Management System.

10. In a modular study programme, individual components of study modules may be credited based on the student's achieved learning outcomes. The study programme coordinator completes the Transcript of Partially Credited Learning Outcomes (see Annex 2). The Transcript is then submitted to the responsible staff member of the academic division, who, taking into account the recommendations of the study programme coordinator and having assessed the documents confirming the achieved learning outcomes, makes the final decision on the partial crediting of the achieved learning outcomes. The credits for the components of the study modules that have been credited are entered into the Study Management System. The final assessment of the study module shall be recorded only when the student has achieved all anticipated learning outcomes of the study module.

11. Taking into account the recommendations of the study programme coordinator, within 10 working days of receiving the documents, the responsible staff member of the academic division shall make a final decision on the crediting of the achieved learning outcomes.

12. If, due to reasons beyond the student's control, certain courses or modules from the coordinated study programme have not been studied and/or completed, KK shall provide the student with the opportunity to take and complete the missing course(s) / module(s) free of charge.

13. If a student has not fulfilled the requirements of the coordinated study content (such as failing to achieve learning outcomes of partial studies, receiving unsatisfactory grades, or earning an insufficient number of credits), they shall be given the opportunity to retake and complete the missing course(s) / module(s). The fee for retaking a course / module is determined in accordance with the *Description of the Procedure for Paying Tuition Fees and Services Related to Studies, Reimbursing them and Collecting Debts at KK*.

CHAPTER III

CREDITING OF ACHIEVED LEARNING OUTCOMES ACCORDING TO THE UNCOORDINATED STUDY CONTENT

14. The learning outcomes achieved by a student who has studied or is currently studying at KK, another Lithuanian or foreign higher education institution under an uncoordinated study programme, shall be credited in accordance with this Description by comparing the learning outcomes and the volume of both study programmes (previously studied and intended to be studied).

15. A student who wishes to have their learning outcomes credited according to uncoordinated study content shall submit the following documents to the study programme coordinator no later than 20 working days after the beginning of the semester:

15.1. a request for crediting courses / modules (see Annex 3);

15.2. documents confirming the achieved learning outcomes (e.g., diploma(s), diploma supplement(s) / appendix(es), and course / module descriptions, or a link to the website where these descriptions are available). If a student seeks to have the achieved learning outcomes credited from his / her previous studies at KK, the submission of course / module descriptions is not required.

15.3. information about the achievement assessment system at the foreign higher education institution where the person previously studied, if this information is not provided in the diploma supplement or the certificate of completed courses / modules.

16. In a modular study programme, individual components of study modules may be credited based on the student's achieved learning outcomes. The study programme coordinator fills in the Transcript of Partially Credited Learning Outcomes (see Annex 2). The Transcript is then submitted to the responsible staff member of the academic division, who, taking into account the recommendations of the study programme coordinator and having assessed the documents confirming the achieved learning outcomes, makes the final decision on the partial crediting of the achieved learning outcomes. The credits for the components of the study modules that have been credited are entered into the Study Management System. The final assessment of the study module shall be recorded only when the student has achieved all anticipated learning outcomes of the study module.

17. Based on the submitted documents as specified in Paragraph 14, the study programme coordinator assesses the student's learning outcomes and compliance with the requirements of the study programme or part thereof, as well as the formal requirements of the studies (type of studies, type of study programme, mode of studies, level of qualification obtained in accordance with the *Lithuanian Qualifications Framework*, etc.) and fills in the Transcript of Credited Learning Outcomes (see Annex 1) in the Study Management System.

18. Taking into account the recommendations of the programme coordinator, the Vice Director for Studies shall make the final decision on the crediting of the achieved learning outcomes within 10 working days of receiving the documents specified in Paragraphs 14 and 15. If the Transcript of Credited Learning Outcomes is not approved, it shall be returned to the programme coordinator for revision.

19. For students who have studied at another Lithuanian or foreign higher education institution under an uncoordinated study programme, the volume of the credited courses / modules shall not

exceed the volume of the corresponding courses / modules offered at KK.

20. A course / module / module component of the field of study may be credited if its volume is at least two-thirds of the volume of a similar course / module / module component in the study programme to be studied / currently being studied, and corresponds to the learning outcomes and content of the course / module / module component.

21. A general collegial course / module / module component may be credited if it corresponds to the learning outcomes of the courses / modules / module components of the relevant part, the main parts of the content of the course / module / module component and its volume accounts for at least two-thirds of the volume of a similar course / module / module component.

22. If a course / module / module component studied at another institution corresponds in volume, objectives, and learning outcomes to two or more courses / modules / module components of the KK study programme, it shall be credited for those courses / modules / module components. The title, volume, evaluation, and the institution where the credited course / module / module component was studied shall be indicated in the diploma supplement.

23. If two or more courses / modules / module components studied at another institution correspond in terms of their volume, objectives, and learning outcomes to one course / module / module component of the KK study programme, they shall be credited for that course / module / module component. The titles, volume, final evaluations, and the institution where the credited courses / modules / module components were studied shall be indicated in the diploma supplement.

24. If a course / module / module component is credited for two or more courses / modules / module components in different course groups of the KK study programme, it shall be assigned to the group with more credits, and if the number of credits is the same, it shall be assigned according to its importance (specialization, field of study, general courses, elective courses).

25. Learning outcomes previously achieved at KK or other higher education institution in Lithuania or abroad for a course / module / module component assessed with a “pass” (without a grade) shall not be credited.

26. Freely elective courses / modules / module components chosen by students shall be credited without restrictions.

27. If a previously studied course / module / module component is credited at KK, the current title of the course / module / module component shall be indicated in the diploma supplement.

28. No more than 75% of the total volume of the KK study programme may be credited, except in cases where the credited courses / modules / module components were previously completed at KK. Once the achieved learning outcomes have been credited, the student’s tuition fee shall be reduced in accordance with the *Description of the Procedure for Paying Tuition Fees and Services Related to Studies, Reimbursing them and Collecting Debts at KK*.

29. The learning outcomes of courses / modules / module components of vocational training programmes, i.e., the learning outcomes of fourth-level training programmes in accordance with the *Lithuanian Qualifications Framework*, shall not be credited.

30. A student who has participated in a short-term exchange programme (e.g., BIP, etc.) and has submitted supporting documents may have partial crediting of the achieved learning outcomes.

CHAPTER IV

FORMALIZATION OF THE CREDITING OF ACHIEVED LEARNING OUTCOMES AND THE PROCEDURE FOR SUBMITTING AND HANDLING APPEALS

31. The crediting of achieved learning outcomes is formalised in the Transcript of Credited Learning Outcomes, which is completed by the study programme coordinator and signed by the responsible staff members. The data from the completed Transcript is then entered into the Study Management System.

32. A student may get acquainted with their Transcript of Credited Learning Outcomes in the Study Management System. If a student does not agree with the Transcript, he / she has the right to apply to the Dean’s Office / Department / Centre / Academy within 10 working days for a review of

the decision.

33. A student may get acquainted with their Transcript of Partially Credited Learning Outcomes at the Dean's Office or the Department. If a student does not agree with the Transcript, he / she has the right to apply to the Dean's Office / Department / Centre / Academy within 10 working days for a review of the decision.

34. The completed and signed Transcript of Credited Learning Outcomes shall be stored in the student's personal file.

35. The titles of courses / modules / module components completed at another higher education institution and credited at KK, along with their volume in credits and evaluations shall be indicated in the diploma supplement, in the certificate instead of the corresponding courses / modules provided for in the study programme. The abbreviated name of the Lithuanian or foreign higher education institution shall be indicated in brackets next to the title of the credited course / module. All abbreviations shall be explained at the end of the list of courses / modules, and the full name of the Lithuanian or foreign higher education institution shall be provided.

36. The titles of courses / modules, evaluations, names of foreign countries and foreign higher education institutions, as well as other data related to the crediting of achieved learning outcomes, shall be indicated in both Lithuanian and English in the diploma supplement or certificate.

37. If a person disagrees with the decision on the crediting of the achieved learning outcomes, he or she has the right to appeal to KK Director within 3 working days of the date of the decision, indicating the following:

37.1. date and place of the appeal;

37.2. student's name, surname, email, other contact details;

37.3. the grounds for disagreement with the decision (reasons), factual circumstances confirming the grounds, and supporting documents;

37.4. student's signature.

38. Appeals shall be examined by the Board of Appeal, which is established by order of the Director on the recommendation of the Vice Director for Studies and consists of three persons (one representative from KK administration and two representatives from the academic division). The appeals shall be handled objectively, in accordance with the principles of independence, impartiality, fairness, transparency, and non-discrimination.

CHAPTER V

FINAL PROVISIONS

39. The Procedure established in this *Description* shall be followed by the responsible KK staff members when crediting the achieved learning outcomes at KK.

40. This *Description* shall be approved, amended and recognised as having lost its validity by the resolution of the Academic Council.

41. The *Description* shall enter into force upon its approval by the resolution of the Academic Council. The *Description* shall be announced no later than within 2 working days on the KK internal information system.

KAUNO KOLEGIJA
THE FACULTY OF _____

TRANSCRIPT OF CREDITED LEARNING OUTCOMES

Student's name, surname:	
Personal identification number:	
Study programme:	
State code of the study programme:	
Mode of studies:	
Academic group:	

STUDIES AT ANOTHER HIGHER EDUCATION INSTITUTION

Higher education institution:	
Country:	
Period of crediting:	

Courses to be credited (completed at another higher education institution)

No.	Information about the course completed in previous studies					Information about the credited course of the current study programme				Study course group
	Title	Course No. (code, ID)	Volume	Evaluation	Previous course group	Volume by ECTS credits	Evaluation	Study course code (ID)	Study course title	
1	2	3	4	5	6	7	8	9	10	11
1										
2										
3										
4										
5										
6										
7										
8										
		Total:								

Supporting documents for crediting learning outcomes:

1.

2.

3.

(name of the document, issuing institution, date of issue) (type, level and mode of studies)

Coordinator

(name, surname)

(signature, date)

Study programme coordinator

(name, surname)

(signature, date)

Instructions for completing the Transcript:

- 1 Sequential number of the course.
- 2 Title of the course in Lithuanian and English.
- 3-6 Original data from the submitted document.
- 7-8 Data of internal course crediting: volume in credits; evaluation.
- 9 Course code (ID) in the Study Management System.
- 10 Title of the credited internal course.
- 11 Course group (as indicated in the Diploma Supplement): (General collegial courses – BK; Study field courses – SK; Specialisation courses – SP; Elective courses – PA).

The Description of the Procedure for Crediting Learning Outcomes at Kauno Kolegija HEI
Annex 2

KAUNO KOLEGIJA THE FACULTY OF _____

_____ **Name Surname** _____ **XXXXXXXXXX** currently studying / wishing to study
(person's (student's) name, surname) *(personal identification number)*
 at the faculty of XXXXXXXX _____ study programme _____ , _____
(name of the study programme) *(state code)* *(group code)*

TRANSCRIPT OF PARTIALLY CREDITED LEARNING OUTCOMES

achieved at _____ during the period from _____ to _____
(higher education institution, country) *(date)* *(date)*

No.	Details of the KK course / module (provided in the study plan)			Original details of the course / module to be credited					Volume of transferred credits (ECTS credits)	Volume of non-transferred credits (ECTS credits)
	Title	Course code (ID)	Volume by (ECTS credits)	Title	Volume			Evaluation		
					Hours	National credits	ECTS credits			
1	2	3	4	6	7	8	9	10	12	13
Year I, semester 1										
1										
1.1										
2										
2.1										
Year I, semester 2										
3										
3.1										
4										
4.1										
Year II, semester 3										
5										
5.1										
6										
6.1										
Year II, semester 4										
7										
7.1										
8										
8.1										
Year III, semester 5										
9										
9.1										
10										
10.1										
Year III, semester 6										
11										
11.1										
12										
12.1										
Total:				Total:						

Head of the Department _____

(signature) *(name, surname)*

Date: _____

Head of Studies _____

(signature)

(name, surname)

Date: _____

Remarks:

1. Upon receiving the Transcript of Credited Learning Outcomes, the student shall first contact the module coordinator or the teaching staff of the respective course.

2. After receiving the evaluations for the modules / courses, the student shall submit the completed form to the study administrator of the faculty (Room 3-29, Pramonès Ave. 20).

STUDENT'S NAME SURNAME

email address

Study programme, academic group

To the Director of Kauno kolegija Higher Education Institution

Name Surname

**REQUEST
ON CREDITING STUDY COURSES / MODULES**

Date

I hereby request to have the following course(s) / module(s) credited: *Title(s) of course(s) / module(s)*.

ANNEXES: *(List of supporting documents)*

Student's Name Surname