

PROCEDURE FOR RECOGNITION OF LEARNING OUTCOMES AT THE FACULTY OF LAW OF VILNIUS UNIVERSITY

I. GENERAL PROVISIONS

1. The Procedure for Recognition of Learning Outcomes (hereinafter – Procedure) establishes the principles and procedure for recording the recognition of learning outcomes achieved by a person at institutions of higher education in Lithuania and abroad (hereinafter – learning outcomes) at the Faculty of Law of Vilnius University.

2. The Procedure shall apply to persons (except for those entering the first year of studies) who have completed, studied or are studying at the institutions of higher education in Lithuania and abroad according to higher education study programmes and who wish to continue their studies by having their achieved learning outcomes in the major, second cycle (study field) or integrated study programme recognised by the Faculty of Law of Vilnius University.

3. The definitions used in the Procedure are defined in Order No. ISAK-1603 of 12 November 2003 of the Minister of Education and Science of the Republic of Lithuania (Official Gazette, 2003, No. 109-4899), Order No. ISAK-1463 of 11 July 2006 (Official Gazette, 2006, No. 78-3089) and the Procedure for Recognition of Learning Outcomes at Vilnius University adopted on 3 June 2004 by the Senate Committee of Vilnius University, and in this Procedure:

Coordinator – vice deans of the Faculty of Law of Vilnius University, persons in charge of recognising learning outcomes of students (students of part-time extramural studies – vice dean responsible for part-time extramural studies; full-time daytime students – vice dean responsible for full-time daytime studies; and students who study abroad – vice dean responsible for international relations);

Programme curator – chairman of the committee for the study programme at the Faculty of Law of Vilnius University.

II. RECOGNITION OF LEARNING OUTCOMES ACCORDING TO AN AGREED PROGRAMME CONTENT

4. Learning outcomes of a person who has studied at another institution of higher education or at an institution of higher education abroad under an agreement for a certain study period, under an agreement between Vilnius University and an institution of higher education abroad or having agreed the programme content on another lawful basis shall be recognised without any restrictions, provided there are no breaches of the requirements of the agreement or another document in which the programme content has been agreed.

5. The person who wishes that his learning outcomes be recognised must not later than within 15 business days after the end of the studies at another institution of higher education or an institution of higher education abroad provide academic certificate (records) to the coordinator of

the Faculty of Law of Vilnius University about all the courses taken and passed, the learning outcomes which he wishes to be recognised. If this term is missed due to important reasons, the coordinator may accept the request and additional documents later.

6. The vice dean responsible for foreign relations shall record and sign the recognition card of the courses taken at an institution of higher education abroad.

III. RECOGNITION OF LEARNING OUTCOMES ACCORDING TO THE PROGRAMME CONTENT WHICH HAS NOT BEEN AGREED

7. The learning outcomes of a person who studied at the same or another institution of higher education or an institution of higher education abroad without having agreed the programme content shall be recognised after assessing the formal requirements for study learning outcomes and their compliance with the corresponding course requirements for study programmes at the Faculty of Law of Vilnius University.

8. The person who wishes that his learning outcomes be recognised shall submit the following to the coordinator:

8.1. a request which specifies the study programme in which he intends to study or is studying, and all courses whose learning outcomes he wishes to be recognised;

8.2. documents supporting learning outcomes:

8.2.1. a diploma, its supplement and course descriptions, if the person has acquired university education;

8.2.2. academic certificate (records) and course descriptions, if the person is a student at an institution of higher education or an institution of higher education abroad or he has studied, but has not completed his studies;

8.2.3. where a person who is studying at Vilnius University or acquired higher education, or has studied, but has not completed his studies at Vilnius University, wishes that his learning outcomes be recognised by Vilnius University, no course descriptions are required.

9. The person who has been admitted to study at the Faculty of Law of Vilnius University shall submit the request and other documents listed in Paragraph 8:

9.1. at the beginning of his first year of studies, but not later than 1 November. If this term is missed due to important reasons, the coordinator may accept the request and additional documents later;

9.2. not later than within 15 business days after the end of the studies at another institution of higher education or an institution of higher education abroad (if the person is at the same time studying at the Faculty of Law of Vilnius University and another institution of higher education). If this term is missed due to important reasons, the coordinator may accept the request and additional documents later.

10. After the coordinator receives the request and the required additional documents, he shall evaluate the formal study requirements:

10.1. the status of the institution of higher education or an institution of higher education abroad; where appropriate, the coordinator may ask other institutions for the necessary information

on the institution of higher education;

10.2. based on the supporting documents provided by the person – the type of studies, study programmes, study form, etc.

11. If the request of the applicant and the additional documents comply with the formal requirements, the coordinator shall provide them to the curator of the programme.

12. Based on the supplement to the diploma, academic certificate (records), and course descriptions, the programme curator evaluates the compliance of the learning outcomes with the requirements for the courses of the study programme in which the person plans to study or studies:

12.1. the following is not recognised: courses which the person has taken at an institution of non-higher education and courses taken at an institution of higher education more than five years ago; the final paper and/or final examination;

12.2. compulsory courses or specialisation courses are recognised, if they cover at least 2/3 of the volume of the similar compulsory courses or specialisation courses of the study programme in which the person plans to study or studies and they comply with the essential aims and main parts of the content for such a course or, should there not be any such comparable compulsory course or specialisation course of the study programme, the course complies with the general requirements for such courses and provides the knowledge and capabilities provided for in that portion of the programme;

12.3. general courses are recognised if they comply with the essential aims and main parts of the content for such a course;

12.4. elective courses selected by the student shall be recognised without restrictions (except for the requirements of Paragraph 12.6);

12.5. compulsory courses or specialisation courses in the law study programme taken at other institutions of higher education, which are not provided for in the study programme of the Law Faculty of Vilnius University, and compulsory courses in the law study programme taken at an institution of higher education abroad (provided according to the study programme of the Law Faculty of Vilnius University where the course is based on the law of the Republic of Lithuania) shall be recognised as specialisation optional courses;

12.6. not more than 75% of the volume of the study programme to be studied or being studied expressed as a number of credits can be recognised; the recognised part may include studies in the lower study circle or study programme compared with the study programme to be studied or being studied, but their volume cannot be greater than:

12.6.1. 50% of the volume of the first circle study programme to be studied or being studied;

12.6.2. 25% of the volume of the integrated or second circle study programme to be studied or being studied;

12.7. a course unit assessed with a pass/fail test, which according to the study programme of the Faculty of Law of Vilnius University must be assessed with an examination shall be recognised as the course with the lowest grade (i.e. '5').

13. If the total volume of the courses that the person requests to be recognised exceeds the requirements specified in Paragraph 12, then the applicant can choose to have only those courses whose volume does not exceed the volume specified in Paragraph 12 recognised.

14. The members of staff appointed by the order of the Dean of the Faculty of Law of Vilnius University control the total volume of the recognised courses and their compliance with the requirements of Paragraph 12.

15. The programme curator shall assess the compliance between the learning outcomes and the requirements for the courses of the study programme to be studied or being studied and shall submit a proposal to the coordinator regarding assessment of the courses. If necessary, the curator (or coordinator) may seek advice from the course instructor or the head of the department in which the course is taught or from the Study Programme Committee.

16. Having regard to the proposals of the curator, the coordinator shall adopt a decision concerning the recognition of the learning outcomes within one month after the receipt of all the documents listed in Paragraph 8 of the Procedure.

IV. FINAL PROVISIONS

17. The procedure for appealing against recording the recognition of learning outcomes, the filling in of the card for recognition of learning outcomes, and against the decision concerning the recognition of the learning outcomes is set out in Order No. ISAK-1603 of 12 November 2003 of the Minister of Education and Science of the Republic of Lithuania (Official Gazette, 2003, No. 109-4899), Order No. ISAK-1463 of 11 July 2006 (Official Gazette, 2006, No. 78-3089) and the Procedure for Recognition of Learning Outcomes at Vilnius University adopted on 3 June 2004 by the Senate Committee of Vilnius University.