

APPROVED BY
The Council of Faculty of Medicine
of Vilnius University
by Decision No. (1.1.) 150000-TP-
10-2 of 6 November 2018

DESCRIPTION OF PROCEDURE OF STUDY RESULTS RECOGNITION AT FACULTY OF MEDICINE OF VILNIUS UNIVERSITY

CHAPTER 1 GENERAL PROVISIONS

1. The Procedure of Study Results Recognition (hereinafter referred to as the Procedure) lays down the principles of recognition and formalisation of the study results achieved by an individual in higher education institutions in Lithuania or abroad (hereinafter referred to as the study results) at the Faculty of Medicine of Vilnius University.
2. The Procedure applies to persons (with the exception of those entering the first year of studies) who have graduated, have studied or are still studying in higher education study programmes at higher education institutions in Lithuania or abroad and who seek to continue their studies and have their study results recognized according to the university first cycle, second cycle (study field) or integrated study programmes at the Faculty of Medicine of Vilnius University.
3. The notions used in the Procedure are defined by the orders of the Minister of Education and Science of 12 November 2003 No. ISAK-1603 (Official Gazette, 2003, No. 109-4899), and of 11 July 2006 No. ISAK-1463 (Official Gazette, 2006, No. 78-3089), the Study Results Recognition Procedure of Vilnius University approved by the Senate Commission of Vilnius University on 3 June 2004 and this Procedure:
The **Coordinator** shall be the Vice-Dean for Studies of the Faculty of Medicine of Vilnius University;
The **Programme Administrator** shall be the Chair of the Study Programme Committee of the Faculty of Medicine of Vilnius University.

CHAPTER 2 RECOGNITION OF RESULTS OF STUDIES ACCORDING TO COORDINATED STUDY CONTENT

4. A person who has studied in another higher education institution or in a foreign higher education institution according to an agreement of partial study period or according to an agreement between Vilnius University and a foreign higher education institution, or who has otherwise coordinated the study content on a legitimate basis, shall have his/her study results

recognized without restrictions, provided that the requirements of an agreement or another document whereby the study content was coordinated were not breached in terms of the courses studied.

5. A person who seeks to have his/her study results recognized shall submit an academic statement (a certificate of studies) to the Coordinator of the Faculty of Medicine of Vilnius University by the end of the current semester which contains information about attended courses for which assessment was received and the results of which are requested to be recognized. If this time limit is exceeded because a foreign higher education institution where the student has studies submits the document certifying the results achieved at a later point in time, the Coordinator can accept the application and supporting documents at a later date.

6. Students who have returned after study exchange and who have courses for which they have to get an assessment, shall have the possibility to study a certain course free of charge and to be assessed according to the requirements laid down in the course description.

7. The recognition of results is formalized and the results recognition card of courses taken in a foreign higher education institution is signed by the Vice-Dean for Studies and the Chair of the Study Programme Committee.

CHAPTER 3

RECOGNITION OF RESULTS OF STUDIES ACCORDING TO NON-COORDINATED STUDY CONTENT

7. A person who has studied or is studying in the same higher education institution or in another one or in a foreign higher education institution according to non-coordinated study content shall have his/her study results recognized after the assessment of the formal requirements of study results and compliance to subject-specific requirements of study programmes of the Faculty of Medicine of Vilnius University.

8. A person who seeks to have his/her results recognized shall submit the following documents to the Coordinator:

8.1. an application where the study programme is indicated according to which s/he seeks to study or is already studying, and all the courses the results of which are requested to be recognized;

8.2. documents about study results:

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

8.2.2. an academic statement (a certificate of studies) and course descriptions, if a person is a student of another or a foreign higher education institution or has studied but not completed the studies;

8.2.3. if a person who requests to have his results recognized has acquired higher education in Vilnius University or has studied in Vilnius University but not completed the studies, s/he shall not need to submit course descriptions.

9. A person who has been admitted to the Faculty of Medicine of Vilnius University shall submit the application and all the documents indicated in point 8 in the following manner:

9.1. at the beginning of the first year of studies, but not later than **1 November**;

9.2. not later than within 15 working days from the end of the studies in another or a foreign higher education institution (provided that a person studies both in the Faculty of Medicine of Vilnius University and another higher education institution at the same time).

10. The Coordinator shall assess the following formal requirements of studies according to all the provided supporting documents within 10 working days from the date the application was submitted:

10.1. the status of another of a foreign higher education institution; if necessary, the Coordinator can contact other institutions for the needed information about a particular higher education institution;

10.2. according to the documents provided by the applicant – the type of studies, the type of study programme, the study form, etc.

11. If the application and supporting documents comply with the formal requirements, the Coordinator submits them to the Programme Administrator.

12. Within 10 working days from the date the application was submitted, the Programme Administrator shall assess the compliance of study results to the subject-specific requirements of the intended study programme or the study programme in which the students is already enrolled:

12.1. courses taken in a non-university higher education institution shall not be recognized, as well as courses taken in a university higher education institution when the assessment for these courses was received more than five years ago; a final project and/or a final examination;

12.2. introductory study courses or special (professional) courses shall be recognized if their volume makes up at least $\frac{2}{3}$ of the volume of a similar introductory study course or a special (professional) course in the intended study programme or the study programme in which the student is already enrolled and if they comply with the key goals and the main aspects of the content of a similar introductory study course or a special (professional) course or, if no comparable introductory study course or a special (professional) course exists in the study programme, comply with the general requirements for these courses and provides the students with the knowledge and skills intended by this particular part of the study programme.

12.3. general university courses shall be recognized if they comply with the key goals and the main aspects of the content intended by this part of the study programme;

12.4. optional courses elected by a student are recognized without restriction;

12.5. no more than 75 % of volume (in credits) of the intended study programme or the study programme in which the student is already enrolled.

12.6. for a course which was assessed by the credit test (“pass/fail”), and the assessment method of a similar course in the study programme of the Faculty of Medicine of Vilnius University is

the examination, a student can have his results recognized by a positive mark (i.e. “5”). A student can re-sit the examination of a certain course in the Faculty of Medicine without attendance once, if s/he expresses such a request.

13. If the total volume of courses requested for recognition exceeds the number of credits set forth in the study programme plan, only those courses whose total volume does not exceed the maximum volume are selected by the applicant’s choice.

14. The Programme Administrator shall assess the compliance of the study results to the intended study programme or the study programme in which the students is already enrolled and shall submit a proposal to the Coordinator regarding the assessment of courses. If necessary, the Administrator or the Coordinator may consult the teacher of the course, the head of the department in which the course is delivered, or the Study Programme Committee.

15. Taking into account the proposals submitted by the Programme Administrator, the Coordinator shall adopt a decision regarding the study results recognition within one month from the date of receiving all documents indicated in point 8 of this Procedure.

16. The Procedure shall come into force as of the day of the decision of the Faculty Council to approve it.