

APPROVED BY

Resolution of the Senate of the
Lithuanian Academy of Music and Theatre of
1 June 2005 (Minutes No 7)

REVISED BY

Resolution of the Senate of the
Lithuanian Academy of Music and Theatre of
21 October 2015 (Minutes No 7-SE)

PROCEDURE OF CREDITING LEARNING OUTCOMES AT THE LITHUANIAN ACADEMY OF MUSIC AND THEATRE

I. GENERAL PROVISIONS

1. The Procedure of crediting learning outcomes at the Lithuanian Academy of Music and Theatre (hereinafter referred to as the 'Procedure') establishes the principles and procedure of crediting the entirety of knowledge and competence acquired by a person while studying in higher education institutions of Lithuania or foreign countries, the volume of which is defined in credits and the level is evaluated in grades (hereinafter referred to as 'learning outcomes'), at the Lithuanian Academy of Music and Theatre (hereinafter referred to as 'LMTA' or the 'Academy').
2. The Procedure has been drawn up following the Order of the Minister of Education and Science No ISAK-1603 of 12 November 2003 'On the procedure of crediting learning outcomes' and the Order No ISAK-1463 of 12 November 2003 amending the Order of the Minister of Education and Science No ISAK-1603 of 12 November 2003 'On the procedure of crediting learning outcomes'.
3. The Procedure of crediting shall apply to persons who have completed, have been studying or are studying in higher education institutions of Lithuania or foreign countries according higher education study programmes and wish to proceed with their studies upon crediting their learning outcomes under the same or other study programmes at the Academy, including the university programmes of the first study cycle, the second study cycle or the third study cycle or non-degree study programmes.
4. Definitions used in the Procedure are as follows:
 - 4.1. **subject requirements** are requirements set by the Academy for the purposes, curriculum and volume of each study subject;
 - 4.2. **the curator of the programme** is a member of the committee of the appropriate study programme assessing the compliance of learning outcomes with the desired subject requirements of the study programme;
 - 4.3. **the card for crediting learning outcomes** is a document issued to a student to credit learning outcomes, including the names of the subjects/modules in the original and Lithuanian language, as well as of equivalents of the volume and evaluation of the subject.

II. CREDITING LEARNING OUTCOMES ACCORDING TO THE HARMONISED CURRICULUM

5. Learning outcomes of a student who has been studying in another higher education institution of Lithuania or a foreign country under the agreement on periods of study, the agreement with higher education institutions or the Academy or the agreement with a foreign higher education

institution, or having harmonised the curriculum and volume of studies in credits under any other legal basis, shall be credited without restrictions if no violations of the requirements of the agreement or any other document defining the curriculum have been identified for the study subjects.

6. A student, wishing to have his/her learning results credited, shall submit to the faculty administrator a certificate of the course of study or a transcript of records on the subjects studied and assessed and/or the practical training performed. A certificate of the course of study or a transcript of records shall be submitted to the faculty administrator in line with the translation into Lithuanian unless a certificate of the course of study or a transcript of records is drafted in Lithuanian or English.
7. If some subjects of the harmonised curriculum have not been completed and/or evaluated without a student's fault, upon his/her return to the Academy he/she is provided with the opportunity to balance the missing volume of learning outcomes, to complete the subjects and to take an exam for free.
8. If a student has performed practical training in a foreign institution under a tripartite agreement between the Academy, a foreign institution and a student, his/her working hours are credited by the decision of the dean of the faculty in which the student is studying, assuming that one credit (ECTS) equals 25-30 hours of completed practical training.
9. Learning outcomes according to the harmonised curriculum shall be credited by the decision of the dean of the faculty. The dean of the faculty shall decide regarding the crediting of learning outcomes within 1 (one) month from the day of submission of the documents listed in Item 6 of the Procedure.

III. CREDITING LEARNING OUTCOMES ACCORDING TO THE NON-HARMONISED CURRICULUM

10. Learning outcomes of a student who has been studying in the Academy or another higher education institution of Lithuania or a foreign country according to the non-harmonised curriculum shall be credited upon the assessment of formal requirements and compliance with the subject requirements of the desired study programme.
11. A student, wishing to have his/her learning results credited, shall submit to the faculty administrator the following documents:
 - 11.1. A request to credit learning outcomes, indicating the desired study programme and learning outcomes to be credited;
 - 11.2. Documents on the learning outcomes to be credited, namely:
 - 11.2.1. A diploma, a diploma supplement and the description of subjects, if a student has acquired higher education in another Lithuanian higher education institution;
 - 11.2.2. A certificate of the course of study or a transcript of records, if an applicant is a student of a Lithuanian or foreign higher education institution or if he/she has not completed studies;
 - 11.2.3. no description of subjects is required, if learning outcomes to be credited have been acquired in the Academy.
12. Upon receipt of all documents and following the Procedure, the faculty administrator shall verify the following formal requirements of studies:
 - 12.1. The status of a Lithuanian or foreign higher education institution; if necessary, the faculty administrator may apply to the Centre for Quality Assessment in Higher Education with the request for the required information on a higher education institution where a student has been studying;
 - 12.2. A type of studies, a cycle of studies, a type of study programmes, a form of studies, etc.

13. Based on the diploma supplement, a certificate of the course of study or a transcript of records, the curator of the programme shall evaluate the conformity of learning outcomes with the subject requirements of the study programme to be studied as follows:
 - 13.1. A subject of the field of study shall be credited if its volume is at least two-thirds of the volume of a comparable subject of the study programme to be studied and corresponds to the main goals and the main curriculum elements of the subject, or, if there is no comparable subject of the field of study, it complies with the general requirements set for the subject group and provides the required general and subject competencies (knowledge, capacity and/or skills);
 - 13.2. The university subject of general education shall be credited if it corresponds to the main objectives and competencies of the subject group and the main curriculum elements of the subject are met;
 - 13.3. Optional subjects are credited without restrictions;
 - 13.4. The final thesis and/or the final exam is not credited.
14. Up to 75% of the volume of the desired study programme can be credited. The credited part may contain subjects of another (lower) study cycle or type of a study (training) programme, but their volume in the intended study program may not exceed:
 - 14.1. 50% of the volume of the first study cycle of the intended study programme;
 - 14.2. 25% of the volume of the second study cycle of the intended study programme.
15. The total volume of the higher education college studies to be credited instead of the subjects of the study field of the first cycle study of the university study programme to be studied may not exceed 50% of the volume of the first cycle study of the university study programme to be studied.
16. Considering the suggestions of the curator of the programme, the dean of the faculty shall, within one month from the receipt of all the documents listed in Item 11 of the Procedure, make a final decision regarding the crediting of learning outcomes.
17. For a student who has taken part in a project organised by another Lithuanian or foreign higher education institution, in a master-class, a creative laboratory, etc. in a particular field of activity of competencies provided for in the current or intended study programme, a part of the practical training may be credited by the decision of the dean of the faculty. To have the learning outcomes of practical training credited, a student must submit to the faculty administrator and the department responsible for practical training a transcript of records no later than one month before the end of the semester.

IV. DOCUMENTING LEARNING OUTCOMES

18. The decision on the crediting learning outcomes shall be documented in the card for crediting learning outcomes of an approved form (see Annexes 1, 2 and 3 of the Procedure).
19. The names, evaluations and the volume of the credited subjects in credits, as well as the name of a higher education institution, shall be recorded in the diploma supplement, the certificate of the course of studies or the transcript of records instead of the subjects provided for in the study programme.
20. The names of subjects, evaluations, the names of national and foreign higher education institutions, other data relating to the crediting of learning outcomes shall be recorded into the diploma supplement, the certificate of the course of studies or the transcript of records in the Lithuanian and English languages.

V. FINAL PROVISIONS

21. If a student does not agree with the decision on the crediting of learning, he/she shall have the right to apply for revision regarding the crediting of learning outcomes to the Rector within 10 (ten) working days.
22. The appeals regarding the crediting of learning outcomes shall be examined following the requirements set out in the Procedure of the submission and examining appeals of LMTA.
23. In cases not provided for in this Procedure, the Rector of LMTA shall have the right, by way of exception, to make other decisions that follow legal acts and the Statute of the Academy.
24. The Procedure shall be approved and amended by a resolution of the Senate of LMTA.

VI. LIST OF ANNEXES

- Annex 1. [Card for crediting learning outcomes acquired in a Lithuanian higher education institution.](#)
- Annex 2. [Card for crediting learning outcomes acquired in a foreign higher education institution.](#)
- Annex 3. [Card for crediting outcomes of the practical training performed in a foreign institution.](#)



LITHUANIAN ACADEMY OF MUSIC AND THEATRE
CARD FOR CREDITING LEARNING OUTCOMES
ACQUIRED IN A LITHUANIAN HIGHER EDUCATION INSTITUTION
(INCLUDING LMTA)

MF15/16 No
TKF15/16 No

Student's full name, personal code

Faculty

Department

Name of the study programme

Study cycle

Study year

Semester

Higher educational institution, the learning outcomes of which are credited

Name of the study programme, the subjects and learning outcomes of which are credited

Period of study, the subjects and learning outcomes of which are credited

Credited subjects and learning outcomes:

Ref. No.	Credited subjects of the study programme ¹			Equivalents of the credited subjects in the study programme ²		
	Name of the subject	Credits	Evaluation	Name of the subject	Semester	Credits
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
Total:						

Differences in study programmes subject to an additional levy:

Ref. No.	Name of the subject	Semester	Credits
1.			
2.			
3.			

¹ These subjects are recorded into the diploma supplement instead of the subjects of the study programme.

² The credits of these subjects (or a complete subject) in the diploma supplement are subtracted from the total number of credits provided in the study programme of LMTA.

4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
Total:			

Differences in study programmes not subject to an additional levy:

Ref. No.	Name of the subject	Semester	Credits
1.			
2.			
3.			
Total:			

Dean

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I have been presented the procedure on crediting learning outcomes and elimination of the differences in programmes:

..... - - - -

Student's full name

.....

The document is drawn up in accordance with:

.....
(name of a higher education institution and the document title in Lithuanian)

The document was prepared by the faculty administrator.

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LITHUANIAN ACADEMY OF MUSIC AND THEATRE
CARD FOR CREDITING LEARNING OUTCOMES
ACQUIRED IN A FOREIGN HIGHER EDUCATION INSTITUTION

MF15/16 No
TKF15/16 No

Student's full name, personal code

Faculty

Department

Name of the study programme

Study cycle

Study year

Semester

Study/exchange programme

Period of study/exchange programme abroad from to

Name of a higher educational institution
in Lithuanian

Name of a higher educational institution in
English

(and the original) languages

Name of the country in Lithuanian/English

Subjects completed in a foreign higher education institution and credited in LMTA:³

Ref. No.	Name of the subject in English	Name of the subject in Lithuanian	Credits	Evaluation		
				Equivalent of a foreign institution's	ECTS	at LMTA
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
Total:						

Differences in study programmes to be eliminated:⁴

Ref. No.	Name of the subject	Semester	Credits	Terms for the elimination of the differences in programmes
1.				

³ All subjects completed in a foreign higher education institution are credited by LMTA without restriction if their evaluation has been harmonised under a learning agreement and approved by a transcript of records (exam or fail/pass record).

⁴ Differences in study programmes are a group of subjects regulated by the legal acts of the Republic of Lithuania, which are compulsory for university education, the credits and evaluation of which were not available at a foreign higher education institution.

2.				
3.				
4.				
Total:				

Credited subjects of the study programme of LMTA:⁵

Ref. No.	Name of the subject	Semester	Credits
1.			
2.			
3.			
4.			
5.			
6.			
Total:			

Dean

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I have been presented the procedure on crediting learning outcomes and elimination of the differences in programmes:

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Student's full name

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The document is drawn up in accordance with:

.....
(name of a foreign institution and the document title in Lithuanian)

The document was prepared by the faculty administrator.

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⁵ The credits of these subjects in the diploma supplement are subtracted from the total number of credits provided in the study programme of LMTA.



LITHUANIAN ACADEMY OF MUSIC AND THEATRE
CARD FOR CREDITING OUTCOMES OF THE PRACTICAL TRAINING
PERFORMED IN A FOREIGN INSTITUTION⁶

MF15/16 No
TKF15/16 No

Student's full name, personal code

Faculty

Department

Name of the study programme

Study cycle

Study year

Semester

Exchange programme

Period of the exchange programme

from

to

Name of a foreign institution

Country (in Lithuanian and English)

Type of practical training (in Lithuanian and English)

Ref. No.	Student's duties at a foreign institution (in English)	Student's duties at a foreign institution (in Lithuania)	Working hours	Credits	Evaluation
1.					
2.					
3.					
Total:					

Differences to be eliminated:⁷

Ref. No.	Name of the subject	Semester	Credits	Terms for the elimination of the differences in programmes
5.				
6.				
Total:				

Credited subjects of the study programme of LMTA:⁸

Ref. No.	Name of the subject	Semester	Credits
7.			

⁶ Card for crediting outcomes of the practical training performed in a foreign institution is used for students of the first study cycle, the second study cycle or the third study cycle for the purpose of crediting the practical training. In case of students of the first study cycle and the second study cycle, this card shall be signed by the dean, a representative of the study programme committee, a student and the faculty administrator who has prepared the card. In case of students of the third study cycle, this card shall be signed by the head of the doctoral division, the head of the department concerned, Vice-Rector for Science and a student.

⁷ Differences in study programmes are a group of subjects regulated by the legal acts of the Republic of Lithuania, which are compulsory for university education, the credits and evaluation of which were not available at a foreign institution.

⁸ The credits in the diploma supplement are subtracted from the total number of credits provided in the study programme of LMTA.

8.			
		Total:	

Dean - - - -

I have been presented the procedure on crediting learning outcomes and elimination of the differences in programmes:

Student's full name - - - -

The document is drawn up in accordance with:

.....
(name of a foreign institution and the document title in Lithuanian)

The document was prepared by the faculty administrator.

..... - - - -

or

The head of the doctoral division _____

The head of the department _____

Vice-Rector for Science _____

I have been presented the procedure on crediting learning outcomes and elimination of the differences in programmes:

Student's full name _____

The document is drawn up in accordance with:

.....
(name of a foreign institution and the document title in Lithuanian)

Europass-Mobility No
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