

APPROVED  
by the Decree No. 7-1 of the Rector's Office  
of the Lithuanian University of Health  
Sciences on May 02, 2011

**PROCEDURE OF TRANSFER OF THE STUDY RESULTS OF THE STUDENTS, WHO  
HAVE STUDIED AT HIGHER SCHOOL ABROAD, ACCORDING TO THE LLP  
ERASMUS EXCHANGE PROGRAM, AT THE  
LITHUANIAN UNIVERSITY OF HEALTH SCIENCES**

**I. GENERAL PROVISIONS**

1. This Procedure was prepared according to the Law of Science and Studies of the Republic of Lithuania (OJ, May 12, 2009, No. 54-2140), Order No. ISAK-1603 of the Minister of Education and Science of November 12, 2003 "Regarding recording procedure of study results" and Order No. ISAK-1463 of the Minister of Education and Science of July 11, 2006 "Regarding amendment of the Order No. ISAK-1603 of the Minister of Education and Science of November 12, 2003 "Regarding recording procedure of study results".

2. The procedure of recording of the study results of the students, who have studied at foreign higher school, according to the MVG/Erasmus (hereinafter Erasmus) exchange program (hereinafter recording procedure) determines the principles of acknowledgement and recording of the study results achieved at foreign higher school, at the Lithuanian University of Health Sciences (hereinafter LSMU) and their execution procedure.

3. The definitions used in the recording procedure:

**Card of recorded study results** - the document recording the study results, where the names of the subjects/modules studied at foreign higher school, are entered in the original and Lithuanian languages, together with the volume and evaluation of the subject/module.

**Partial studies** – stage of the student's studies at foreign higher school.

**Supplement to the diploma** – an integral part of the diploma, the document supplementing the diploma and providing information about the content of the acquired higher education.

**European credit transfer and accumulation system (ECTS)** – this is a system based on the student's work time meant for achievement of the goals and competences of the study program, which have to be acquired by the student.

**Institutional ECTS coordinator** – the person appointed by the Rector of the Lithuanian University of Health Sciences, who is responsible for the application of principles and mechanisms of the ECTS system at LSMU, including the study results achieved in other (foreign) higher school. The function of the institutional ECTS coordinator shall be performed by the coordinator, who records the study results.

**Faculty's ECTS coordinator** – the person, who assesses and approves the study program selected by the student to study at foreign higher school and correspondence of the achieved study results to the subjects' requirements. The program's tutor shall perform this function at faculties.

**Coordinator** – the person appointed by the Rector of the Lithuanian University of Health Sciences, who is responsible for the recording of results of partial studies.

**Program's tutor** – the faculty's representative appointed by the Rector of the Lithuanian University of Health Sciences, who assesses the correspondence of the achieved study results to the subjects' requirements of desired study program.

**Study results** – the totality of knowledge and capacities acquired during the studies, which amount is defined in credits and the level is evaluated by the grade.

**Foreign higher school** – higher school of foreign country.

## II. RECOGNITION AND TRANSFER OF STUDY RESULTS

4. The ground for recording of results achieved by the students, who have studied at foreign higher school according to the Erasmus program, at LSMU is the European credit transfer and accumulation system (ECTS). According to the provisions of this procedure, the academic recognition between the institutions conducting student exchange is planned. The period of studies at foreign higher school is recognized as a part of LSMU study program, while the positively evaluated subjects/modules studied abroad, the received grades, credit tests and credits shall be completely recognized and recorded into the study program.

5. If the student leaves abroad only for the part of semester or if the beginning/end of the studies abroad does not correspond with the beginning/end of the studies at LSMU, the dean may give permit to the student to account for the remaining subjects/modules at LSMU before leaving or after having returned. The evaluations of the subjects/modules studied at LSMU are entered into electronic registers following the procedure specified in the LSMU Regulation of the studies.

6. When the period of studies abroad ends, the student shall submit to the program's tutor the official certificate of studies issued, stamped and signed by foreign higher school. This certificate has to contain information about period of studies at that school, names of the studies subjects/modules, evaluations and amount of the accumulated credits. If the foreign higher school sends the certificate of studies later, the accounting terms may be postponed until the beginning of the next semester.

7. The Center of international relations and studies (hereinafter TRSC) shall form in the LSMU SIS database the electronic recording card of studies (hereinafter recording card), where it should be indicated the student's surname, name, faculty, study program, course, group, period of studies abroad, and foreign higher school. The student shall complete the recording card by transferring the names of the subjects/modules studied at foreign higher school written in original language, translations of the names into Lithuanian, accumulated credits and evaluations of the credits/modules according to the assessment scale of foreign higher school and/or ECTS scale of grades.

8. When the program's tutor receives a certificate of studies, s/he:

- 8.1. determines and assesses whether the subjects/modules studied and accounted for by the student abroad and the accumulated credits correspond to the subjects/modules planned to be studied in the student's contract of studies (or its amendments) and their volume in credits;
- 8.2. checks the electronic recording card completed by the student, verifies it in the LSMU SIS database and indicates, which subjects/modules of the LSMU study program the student will not need to study or will need to study only partially;
- 8.3. signs the recording card printed from LSMU SIS base;
- 8.4. enters the names of the subjects/modules studies by the student abroad, recorded by LSMU and translated into Lithuanian, as well as accumulated credits and evaluations into the study book of the student;
- 8.5. the evaluations of the subjects/modules studied abroad are entered according to the assessment scale of the foreign higher school/ECTS scale and are not converted into the LSMU assessment scale.

9. The student, who does not implement or implements incompletely the contract of studies (for example, s/he receives negative grades of the studied subjects/modules), is provided with the possibility to liquidate the debts in one/two full semesters (depending when certain subject/module is taught according to the LSMU schedule):

9.1. if the student has studied the subject/module, accumulated the credits for intermediate tests but has not passed the final exam, s/he is allowed to retake the exam of certain subject/module as specified in the LSMU Regulation of the studies. In such a case the subject/module is considered partially studied at LSMU and the received evaluation of the exam is entered into electronic registers as specified in the LSMU Regulation of the studies.

9.2. if the student has not passed the exam of the subject/module and has not accumulated the necessary number of credits, s/he has to study the subject/module of the entire volume of the LSMU study program, where the student is studying, in certain study period and volume (in credits). In such a case the subject/module is considered studied at LSMU and the received evaluation is entered into electronic registers as specified in the LSMU Regulation of the studies.

10. If the content and credits of the subject studied by the student abroad correspond to the part of the module of LSMU study program, s/he shall study the remaining part of the module at LSMU. In such a case the module of the LSMU study program is included and entered into the recording card of the student by indicating, which part of the module the student has finished at foreign higher school and how many credits from total amount of module's credits are the credits of the subject studied abroad.

11. The student shall submit the recording card signed by the program's tutor to the coordinator, who shall follow the "Procedure of recording of study results at the Lithuanian University of Health Sciences", record the study results and sign on the card. The signed recording card shall be stored in the personal file of the student.

### **III. LSMU SCHOLARSHIPS AND PAYMENT OF TUITION FEE**

12. The LSMU scholarship is awarded to the student, who leaves for partial studies according to Erasmus program, following the current regulations of awarding of incentive scholarships to the LSMU students of the first and second cycle and integrated studies, according to the study results before leaving for the Erasmus studies, and it shall be applicable during the entire Erasmus study period.

13. When the student returns after the Erasmus studies, the LSMU scholarship shall be calculated according to the study results achieved at LSMU during the last semester, and it shall be valid until the end of the next semester at LSMU.

14. The payment of the scholarship to the student studying abroad shall not be cancelled during the period of studies abroad.

15. The status of the Erasmus student does not exempt the student from payment of the tuition fee that is applied to the student as specified in the LSMU Regulation of the studies.

### **IV. FORMALIZATION OF THE STUDY RESULTS IN THE SUPPLEMENT TO DIPLOMA**

23. The subjects/modules studied at foreign higher school shall be entered into the supplement to the diploma issued by LSMU according to the information entered into the electronic LSMU SIS database about the subjects/modules studied by the student at foreign higher school and recorded by LSMU, their volume in credits and their evaluations (according to the clause 7).

24. The subjects/modules studied at foreign higher school shall be listed in the supplement to the diploma in separate table, indicating the country and higher school, where those subjects/modules have been studied.

25. If the student has studied part of the subject/module of the LSMU study program abroad, this subject/module shall be marked by conventional mark in the supplement to the diploma and it shall be indicated that such subject/module has been studied at foreign higher school in certain volume of credits.

26. The name of foreign higher school shall be written in the Lithuanian language in the supplement to the diploma, while the original name shall be put into brackets.

27. When the LSMU diploma is issued, the certificate of studies received from foreign higher school about the subjects/modules studied abroad, accumulated credits, evaluations and description of the assessment system of foreign higher school (grade according to the assessment scale of foreign higher school, corresponding ECTS grade and evaluation in words) shall be enclosed. The copies of the certificates of studies shall be stored in the personal file of the student in the faculty's dean office and TRSC.

28. If the student has prepared/defended graduation work (Bachelor, Master Theses) at foreign higher school, its topic, number of credits and evaluations shall be entered into the supplement to the diploma. It shall be noted that the work has been done and evaluated at foreign higher school.

## **V. FINAL PROVISIONS**

29. If the student does not agree with the decision to record the study results, s/he has a right to submit an appeal to the LSMU Rector in 10 days according to the valid procedure of appeals.

30. This Procedure comes into effect on the day when it is approved and it shall be applicable to the LSMU students, who have left for partial studies according to the Erasmus program, since the school year 2010/2011.