

APPROVED

by Resolution No. 192-07 of the Senate of
the Lithuanian University of Health Sciences
of 18 September 2025

**PROCEDURE FOR THE DEVELOPMENT, APPROVAL, ADMINISTRATION AND
QUALITY ASSURANCE OF MICRO-CREDENTIAL PROGRAMMES AT THE
LITHUANIAN UNIVERSITY OF HEALTH SCIENCES**

**CHAPTER I
GENERAL PROVISIONS**

1. The Procedure for the Development, Approval, Administration and Quality Assurance of Micro-credential Programmes at the Lithuanian University of Health Sciences (hereinafter referred to as the University) (hereinafter referred to as the Procedure) establishes the arrangements for the use of micro-credentials and regulates the processes for the development, approval, administration and quality assurance of programmes leading to the award of micro-credentials.
2. This Procedure has been developed in accordance with the Regulations of Studies of the Lithuanian University of Health Sciences (approved by Resolution No. 181-03 of the Senate of the Lithuanian University of Health Sciences of 20 June 2024), the Procedure for the Development of the Competences of Academic and Non-academic Staff of the Lithuanian University of Health Sciences, the Procedure for the Organisation and Administration of Competence Development Activities for Staff and Students of the Lithuanian University of Health Sciences, Resolution No. 535 of the Government of the Republic of Lithuania of 4 May 2010 “On the Approval of the Description of the Lithuanian Qualifications Framework”, the Standards and Guidelines for Quality Assurance in the European Higher Education Area (hereinafter referred to as the ESG), and the Council Recommendation on a European approach to micro-credentials for lifelong learning and employability (hereinafter referred to as the Council Recommendation).
3. The main objectives of implementing micro-credentials at the University are to:
 - 3.1. provide more opportunities for the development of competences among staff, students, University alumni, social partners and other members of the public, creating long-term value;
 - 3.2. increase the motivation of staff and students to develop their competences at the University;
 - 3.3. promote and implement targeted initiatives by University units, staff and students aimed at fostering a culture of lifelong learning;
 - 3.4. expand opportunities for the targeted and flexible acquisition of knowledge, skills and abilities in response to the needs of individuals, organisations and society;
 - 3.5. facilitate the recognition of acquired competences internationally.
4. The following terms are used in this Procedure:
 - 4.1. Micro-credential – a record of learning outcomes acquired by an individual upon completion of a short, focused learning (study) course. The learning outcomes for which

micro-credentials are awarded shall be assessed in accordance with the criteria established in this Procedure and in accordance with the principles of transparency and clarity.

- 4.2. Micro-credential programme – a competence development programme developed in accordance with the approved template for the description of a micro-credential programme set out in this Procedure. Micro-credential programmes shall not replace the competence development activities (hereinafter referred to as CDAs) or study sessions already provided by the University.
- 4.3. Acquisition of a micro-credential – a process whereby an individual, through participation in formal and/or non-formal learning activities (e.g. courses, modules or other educational initiatives), acquires, updates or enhances competences. Competences shall be assessed against the criteria specified in the description of the relevant micro-credential programme. Upon completion of the learning activity, the individual's achievements shall be formally recognised, and a micro-credential shall be awarded.
- 4.4. Transfer of a micro-credential – a process whereby a holder of a micro-credential may transfer the micro-credential to a higher education or research institution of their choice in Lithuania or abroad. The transfer of a micro-credential shall be based on the European Credit Transfer and Accumulation System (ECTS). Where a micro-credential is transferred to a country that does not use the European Credit Transfer and Accumulation System, the transfer shall be governed by an agreement between the individual who has acquired the micro-credential and the institution to which the micro-credential is to be transferred.
- 4.5. Description of a micro-credential programme – a document setting out information about a micro-credential programme. The description shall be prepared by the unit delivering the programme in accordance with Annex 1 to this Procedure.

CHAPTER II

MICRO-CREDENTIALS AND THEIR USE

5. At the University, micro-credentials may take the following forms:
 - 5.1. Part of a study programme – a study subject or module corresponding to the scope of a component of a study subject (module) approved at the Lithuanian University of Health Sciences, i.e. 3 credits or a multiple of 3 credits.
 - 5.2. Outside a study programme – a competence development programme delivered for members of the University community, employees or students of other organisations, and other individuals. Such programmes may, where appropriate, be included in the CDA plan.
6. The volume of micro-credentials shall be measured in credits. The minimum volume of a micro-credential shall be 1 credit, and the maximum volume shall be 30 credits. One credit shall comprise the hours of work undertaken by a student or learner, including contact hours and independent study. The workload corresponding to one credit shall be established in the Regulations of Studies of the Lithuanian University of Health Sciences.
7. Contact hours shall account for not less than 10% and not more than 70% of the total hours comprising one credit.
8. Micro-credentials shall be awarded in accordance with the following principles:

- 8.1. Flexibility – micro-credentials shall be designed to accommodate different learning needs and modes of learning. The principle of flexibility allows micro-credentials to be divided and/or transferred.
- 8.2. Quality – micro-credential programmes shall be assessed and approved by the University, comply with the Council Recommendation, and their award shall be consistent with the Law of the Republic of Lithuania on Science and Studies and the other documents specified in Chapter I of this Procedure.
- 8.3. Transparency and authenticity – documents issued in respect of micro-credentials shall contain sufficient information to identify the quality requirements applicable to the micro-credentials, the identity of the micro-credential holder, the legal identity of the entity issuing the micro-credential, and the date and place of issue.
9. The use of micro-credentials shall be consistent with other internal documents of the University, the University's vision and mission, and its strategic development guidelines, and shall be based on best practices that promote the continuing professional and personal development of University staff, students and other individuals.
10. A European Qualifications Framework (EQF) level may be assigned to a micro-credential where the learning outcomes specified in the description of the relevant micro-credential programme correspond to a qualification at that level within any qualification framework. The EQF level may be assigned by the University unit delivering the micro-credential programme. Micro-credentials may be assigned EQF levels 1 to 5:

Level	Knowledge	Skills	Responsibility and autonomy
1	Basic general knowledge.	Basic skills required to perform simple tasks.	Work or study in a structured context under direct supervision.
2	Basic factual knowledge of a field of work or study.	Basic cognitive and practical skills required to use relevant information to perform tasks and solve routine problems using simple rules and tools.	Work or study under supervision with a degree of autonomy.
3	Knowledge of facts, principles, processes and general concepts in a field of work or study.	A range of cognitive and practical skills required to perform tasks and solve problems by selecting and applying basic methods, tools, materials and information.	Take responsibility for the completion of work or study tasks and adapt own behaviour to circumstances when solving problems.
4	Factual and theoretical knowledge within a broad context of a field of work or study.	A range of cognitive and practical skills required to solve specific problems in a field of work or study.	Work autonomously within the guidelines of a generally predictable, but potentially changing, work or study

			environment; supervise the routine work of others; take some responsibility for evaluating and improving work or study activities.
5	Work autonomously within the guidelines of a generally predictable, but potentially changing, work or study environment; supervise the routine work of others; and take some responsibility for evaluating and improving work or study activities.	A broad range of cognitive and practical skills required to develop creative solutions to abstract problems.	Lead others and supervise their activities in a work or study environment where unpredictable changes may occur; review and improve own and others' performance.

11. Micro-credentials shall not confer an entitlement to obtain an academic degree and/or professional qualification.
12. Participation in micro-credential programmes intended for the professional development of healthcare and pharmaceutical professionals shall be limited to healthcare and pharmaceutical professionals whose professional licence remains valid for the duration of the planned training.

CHAPTER III

DEVELOPMENT AND QUALITY ASSURANCE OF MICRO-CREDENTIAL PROGRAMMES

13. Micro-credential programmes may be developed by any University unit.
14. Micro-credential programmes that form part of study programmes delivered by the University, i.e. study subjects (modules), shall be developed, assessed and approved in accordance with the University's internal study quality assurance processes and the provisions set out below:
 - 14.1. The micro-credential programme shall be developed by the lecturer responsible for coordinating the relevant study subject (module), using the study subject (module) description template available in the LSMU Study Information System.
 - 14.2. The study subject (module) description prepared by the coordinating lecturer shall be submitted to the Study Programme Committee (SPC) for consideration.
 - 14.3. Following the SPC's assessment and approval of the description of the study subject (module) that may be delivered as a micro-credential, the Chair of the SPC or a person authorised by them shall submit the programme to the Faculty Council for approval.
 - 14.4. Following the Faculty Council's assessment and approval of the study subject (module), which is also offered as a micro-credential programme, the Chair of the Faculty Council or a person authorised by them shall submit the description to the University Senate.

- 14.5. Following the Senate's approval of the study subject (module) to be delivered also as a micro-credential programme, the Chair of the Senate or a person authorised by them shall notify the Faculty Council and record the approval in the LSMU Study Information System.
- 14.6. The external quality assurance of study subjects (modules) that constitute micro-credential programmes shall be carried out at the level of the relevant field of study, to the extent specified in the Description of the Procedure for External Evaluation and Accreditation of Studies approved by the Ministry of Education, Science and Sport of the Republic of Lithuania, in accordance with the areas and indicators subject to evaluation.
15. Micro-credential programmes that do not form part of a study programme shall be developed, assessed and approved in accordance with the provisions set out below:
 - 15.1. Micro-credential programmes shall be developed using the programme description template set out in Annex 1, which shall be completed by the University unit delivering the micro-credential programme.
 - 15.2. A unit that delivers study programmes:
 - 15.2.1. Where developing a micro-credential programme comprising less than 3 credits or 3 credits, the unit delivering the programme shall submit the programme for consideration by the Faculty Council. Following consideration of the programme description by the Faculty Council, the unit delivering the programme shall submit it to the Permanent Assessment Group for Micro-credential Programmes (hereinafter referred to as the Assessment Group) for approval.
 - 15.2.2. Where developing a micro-credential programme comprising more than 3 credits, the unit delivering the programme shall submit the programme description to the Faculty Council for consideration. Following consideration of the programme description by the Faculty Council, the unit delivering the programme shall submit it to the Assessment Group for evaluation. Where the Assessment Group approves the programme description, the unit delivering the programme shall submit it to the Senate for approval, together with the Assessment Group's assessment form. The unit delivering the programme and the Chair of the Assessment Group or a member of the Group authorised by them shall attend the Senate meeting at which the micro-credential programme is considered for approval.
 - 15.3. A unit that does not deliver study programmes:
 - 15.3.1. Where developing a micro-credential programme comprising less than 3 credits or 3 credits, the unit delivering the programme shall submit the programme description to the Assessment Group for approval.
 - 15.3.2. Where developing a micro-credential programme comprising more than 3 credits, the unit delivering the programme shall submit the programme description to the Assessment Group for evaluation. Where the Assessment Group approves the programme description, the unit delivering the programme shall submit it to the Senate for approval, together with the Assessment Group's assessment form. The unit delivering the programme and the Chair of the Assessment Group or a member of the Group authorised by them shall attend the Senate meeting at which the micro-credential programme is considered for approval.
16. The scheme for the development and quality assurance of micro-credential programmes is set out in Annex 3 to this Procedure.

17. The Assessment Group shall comprise the Vice-Rector for Studies and at least 5 members from the University's units. The Assessment Group shall include representatives of the following units:
 - 17.1. one or more representatives of the Study Centre;
 - 17.2. one representative of the Centre for Postgraduate Studies;
 - 17.3. one representative of the Internal Audit Service (in an observer capacity);
 - 17.4. one representative of the Study Quality Monitoring and Assurance Commission;
 - 17.5. one representative of the Quality and Strategy Monitoring Service.
18. The heads of the units whose representatives are members of the Assessment Group may initiate changes to the composition of the Assessment Group. Any change to the composition of the Assessment Group shall be formalised by an order of the Rector.
19. The composition of the Assessment Group shall be published on the University's website.
20. The Assessment Group may invite experts in the relevant field from other University units and/or institutions to participate in its work.
21. In conducting its assessment and/or granting approval, the Assessment Group shall consider the following criteria:
 - 21.1. the formulation of the programme objectives;
 - 21.2. the learning outcomes, learning methods and types of assessment specified in the programme;
 - 21.3. the structure of the theoretical and independent study workload required to achieve the learning outcomes and its correspondence to the number of credits;
 - 21.4. the selection of the type of assessment, assessment methods and assessment criteria;
 - 21.5. other information relating to the assessment strategy;
 - 21.6. the need for implementation of the programme. Such need shall be substantiated by a survey, analysis or other information demonstrating the need for the micro-credential programme.
22. The Assessment Group shall assess a micro-credential programme within 15 working days of receiving the programme description. Units delivering programmes shall be required to take the Assessment Group's assessment into account. Following consideration of the assessment provided, the programme may, where necessary, be submitted to other University bodies for approval.
23. Micro-credential programmes that form part of study programmes delivered by the University, i.e. study subjects (modules), shall, unlike study subject (module) descriptions, be reviewed, assessed and approved each year in which they are scheduled to be delivered.
24. The fee for a micro-credential programme being developed shall be determined by an order of the Rector upon an application submitted by the unit delivering the programme. The fee shall comprise the lecturer's remuneration, the cost of certificates and other expenses associated with the organisation of the programme.

CHAPTER IV

ADMINISTRATION OF MICRO-CREDENTIAL PROGRAMMES

25. Approved micro-credential programmes shall be publicised and registered in accordance with Chapter II, "Organisation and Administration of Competence Development Activities", of the Procedure for the Organisation and Administration of Competence Development Activities

- for Staff and Students of the Lithuanian University of Health Sciences. Registration shall be carried out in the Medas system. The Innovative Education Division of the Study Centre and the Centre for Postgraduate Studies shall be authorised to register programmes in the Medas system.
26. Following approval of a programme, the units delivering the programmes shall perform the following functions:
 - 26.1. register participants in the micro-credential programme (hereinafter referred to as participants);
 - 26.2. send participants a feedback questionnaire;
 - 26.3. analyse the data collected through participant feedback survey(s) and, where necessary, provide the data to other University units.
 27. A certificate shall be issued to participants who have fulfilled all the requirements of the programme, achieved the learning outcomes specified in the programme, have not missed more than 25% of the sessions, and have achieved a positive overall assessment, i.e. an average grade of not less than 5 points. Where a participant has failed to fulfil all the requirements of the programme and/or has missed more than 25% of the sessions, or where the overall assessment is negative, i.e. an average grade of less than 5 points, the micro-credentials shall not be awarded and no document certifying their acquisition shall be issued.
 28. Remote participation in a micro-credential programme shall be verified based on attendance reports generated by the software used for the remote event (e.g. Microsoft Teams, Zoom or other software).
 29. Participants who have not fulfilled all the requirements of the programme but have missed less than 25% of the sessions may, at the discretion of the unit delivering the micro-credential programme, be given an opportunity to demonstrate their knowledge at another time. The arrangements for such a reassessment shall be determined by the unit delivering the micro-credential programme and specified in the “Other Information Relating to the Assessment Strategy” section of the programme description.
 30. A certificate confirming the acquisition of micro-credentials may be issued by the Innovative Education Division of the Study Centre or the Centre for Postgraduate Studies. The certificate confirming the acquisition of micro-credentials shall be signed electronically by the Vice-Rector for Studies of the Lithuanian University of Health Sciences.
 31. The document certifying the acquisition of micro-credentials shall be prepared using the document templates set out in Annex 2. The Innovative Education Division or the Centre for Postgraduate Studies shall prepare the document in digital (PDF) format and send it to participants at the email address provided upon registration no later than within 30 working days of completion of the programme.

CHAPTER V

FINAL PROVISIONS

32. This Procedure shall be approved and may be amended by resolution of the University Senate.