

APPROVED BY
Order No. A-421 of the Rector of
Kaunas University of Technology
of 1 September 2017

**GUIDELINES FOR THE ASSESSMENT AND ACADEMIC RECOGNITION OF
EDUCATION AND QUALIFICATIONS CONCERNING HIGHER EDUCATION AND
ACQUIRED UNDER THE EDUCATIONAL PROGRAMMES OF FOREIGN STATES
AND INTERNATIONAL ORGANISATIONS**

**CHAPTER I
GENERAL PROVISIONS**

1. The Guidelines for the Assessment and Academic Recognition of Education and Qualifications Concerning Higher Education and Acquired Under the Educational Programmes of Foreign States and International Organisations (hereinafter – Guidelines) are prepared following Resolution No. V-21 of the Government of the Republic of Lithuania “On Approval of the Description of the Procedure for Recognition of Education and Qualifications Concerning Higher Education and Acquired Under the Educational Programmes of Foreign States and International Organisations” of 29 February 2012, Order No. V-48 of the Director of the Centre for Quality Assessment in Higher Education “On Approval of the Assessment Methodology for Education and Qualifications Concerning Higher Education and Acquired Under the Educational Programmes of Foreign States and International Organisations” of 28 May 2012 and Order No. V-21 on its amendment of 14 March 2017.

2. The Guidelines establish the principal provisions and procedure for the assessment and recognition of education and qualifications concerning higher education and acquired under the educational programmes of foreign states and international organisations (hereinafter – qualifications) for the persons intending to study at Kaunas University of Technology (hereinafter – University).

3. An academic recognition is conducted following the documents listed in paragraph 1., the European Council and UNESCO Convention on the Recognition of Qualifications Concerning Higher Education in the European Region (Žin., 1998, No. [110-3025](#)) *hereinafter – Lisbon Recognition Convention), the documents for the application and implementation of the Lisbon Recognition Convention adopted by the Lisbon Recognition Convention Committee, ENIC/NARIC network, the European Council and other competent institutions, the international agreements of the Republic of Lithuania, the Law on the ratification of the European Council and UNESCO Convention on the Recognition of Qualifications Concerning Higher Education in the European Region of the Republic of Lithuania (Žin., 1998, No. [110-3022](#)), the European Recognition Manual for Higher

Education Institutions (SKVC, 2016), the bilateral and multilateral agreements, the national legislation and the internal rules and procedures approved by the University, other legislation and internal documentation of the University.

4. The following terms are used in the Guidelines:

Qualification of higher education – any diploma or another equivalent document issued by a competent institution and certifying completion of a higher education programme of higher education or acquisition of a doctoral degree in science/art.

General requirements – conditions to be fulfilled in any case for access to higher education or a certain level thereof or acquisition of a higher education qualification of a certain level.

Substantial difference – a difference when a foreign qualification substantially differs in terms of the applicable requirements for qualification content, purpose, volume, quality of learning/studies, learning outcomes from the respective requirements set in the Republic of Lithuania and applied to secondary education and higher education qualification.

Qualification providing access to higher education – any diploma or another equivalent document issued by a competent institution and certifying completion of an educational programme and providing the holder of the qualification with the right to be considered for admission to a higher education institution.

Applicant – a holder of foreign qualification or his/her authorised person who has submitted an application to the University to conduct an academic recognition of foreign qualification.

Special requirements – additional conditions that have to be fulfilled besides the general requirements to get admitted to studies under a specific educational programme or acquire a specific higher education qualification.

Qualification concerning higher education – a qualification/education granting access to higher education or higher education qualification.

Foreign qualification – a qualification/education concerning higher education not included in the educational system of the Republic of Lithuania.

Academic recognition of foreign qualification – a formal approval of the University specifying the value of foreign qualification identified during the assessment of that qualification when its holder attempts to study at the University.

Assessment of foreign qualification – establishment of the value of foreign qualification conducted by comparing the foreign qualification with secondary education provided in the Republic of Lithuania or comparable higher education qualification.

5. The compliance with the general and special requirements stipulated by the Guidelines and the academic recognition of foreign qualification is not equivalent to the admission to the University that is regulated by the Regulations of Student Admission to Kaunas University of Technology and the Regulations of Student Admission to Doctoral Studies at Kaunas University of Technology (hereinafter – Admission Regulations) approved by the decree of the Senate.

6. The assessment of qualifications and the recognition for the candidates to all the University's study programmes are conducted based on these Guidelines by the University's employees who have relevant qualifications and competence and are appointed by the order of the Rector (hereinafter – **Assessors of Qualification**).

CHAPTER II GENERAL PRINCIPLES OF ASSESSMENT AND ACADEMIC RECOGNITION OF QUALIFICATIONS

7. The assessment of qualifications has to be free of discrimination on the grounds of gender, race, language, religion, political opinions, nationality, ethnicity or social background, and other reasons unrelated to the essence of academic qualification.

8. The procedure of assessment and transparent, clear and consistently applied criteria are available on the University's websites stojantiesiems.ktu.edu and admissions.ktu.edu (in the Lithuanian and English languages).

9. The procedure of assessment and requirements applied to the applicant's submitted documents are regularly reviewed and improved if needed.

10. The variety of educational traditions and systems in the world has to be considered in the procedure of assessment of qualification.

11. The similar practices of assessment of qualifications have to be considered in the assessment of individual qualification ensuring the consistency of the practice of assessment of qualifications. The practices are organised and stored at the International Relations Department; they are considered when making decisions regarding the academic recognition of qualifications. Any substantial changes to the practice of assessment and recognition of qualifications have to be justified.

12. The applicant is responsible for the provision of authentic, correct and clear information about the foreign qualification.

13. During the academic recognition of foreign qualifications, the holder of the qualification has to be granted the rights equal to the ones granted in his/her country of origin unless any substantial differences are identified.

14. A foreign qualification is recognised as equivalent to secondary education or higher education qualification of a particular level provided in the Republic of Lithuania if there are no substantial differences between the general requirements of the country in which the qualification is acquired and the Republic of Lithuania.

CHAPTER III DOCUMENTS SUBMITTED FOR ASSESSMENT AND ACADEMIC RECOGNITION OF QUALIFICATIONS

15. The list of documents required for admission, assessment of qualifications and academic recognition is available on the websites stojantiesiems.ktu.edu and admissions.ktu.edu (in the Lithuanian and English languages).

16. In case the University has sufficient practice, the detailed requirements for the documents of education issued in a specific foreign country are available on the websites stojantiesiems.ktu.edu, admissions.ktu.edu and apply.ktu.edu (in the latter, according to the applicant's selected country of origin).

17. An applicant (candidate) submits one application online (one document) for admission to studies at the University and an assessment and recognition of qualification; the applicant agrees for the University to contact the institution that has issued the documents of education or the SKVC regarding his/her qualification if needed; to candidates to the study programmes in the Lithuanian language on stojantiesiems.ktu.edu and in the English language – apply.ktu.edu.

18. The information about the applicant (candidate), his/her acquired qualification, the preferred study programme(s), the competencies of the foreign languages, the work experience.

19. The following documents have to be submitted with an application:

19.1. A document certifying a foreign qualification or other equivalent documents (temporary documents of education can be submitted in the initial stage if the process of studies is incomplete at the time of document submission or the document certifying qualification is not issued right after the graduation);

19.2. An appendix (appendices) to the document certifying a foreign qualification or other equivalent documents (logins from the electronic examination systems can be submitted in the initial stage if the appendix (appendices) to the document certifying a foreign qualification is not issued at the time of document submission);

19.3. In case of admission to the second and third cycle studies – a document certifying the education of previous study cycles and its appendix (appendices) (these documents and their translations or copies do not need to be notarised or legalised);

19.4. A document certifying the applicant's personal identity;

19.5. A document certifying the change of name and/or surname if the documents of education are issued in a different name and/or surname;

19.6. Other documents (if any) required for the objective assessment of qualification, certifying another education acquired by the applicant, explaining the acquired qualifications or the submitted documents of education;

19.7. Depending on the preferred study programme(s), additional documents may be required (for example, a certificate of the knowledge of the English language); however, they are not directly related to the assessment and recognition of qualification.

20. An Assessor of Qualification has the right to request the additional documents from the applicant that are required for qualified conduction of the procedures of the assessment and recognition of qualification.

21. The requirements for the documents (for the making of the final decision regarding academic recognition):

21.1. The documents have to be official, i.e., issued by the competent and authorised institutions and/or persons;

21.2. The originals or their copies approved under the set procedure;

21.3. The documents have to be submitted in their original language with an official notarised translation into the English or Lithuanian languages if their original language is other than English, Lithuanian or Russian;

21.4. The University has the right to request for the procedure of the legalisation of documents.

22. An application and the documents for the recognition of qualification are submitted free of charge if an applicant wants to be admitted to the University's study programmes offered in the nearest admission stage.

23. The responsible employees provide consultations to the applicants regarding the procedures, document submission, assessment criteria by email international@ktu.lt, telephones +370-37-323894, 370-37-300036.

24. The deadlines for the submission of applications are related to the admission deadlines stipulated by the Admission Regulations.

25. After the receipt of the applicant's application including the submitted documents, an automated notification is sent about the receipt of the application and further procedure of the examination of the application.

CHAPTER IV STAGES OF ASSESSMENT AND MAKING OF DECISION REGARDING THE ACADEMIC RECOGNITION

26. A recognition of foreign qualification is conducted within one month from the date of submission of all the documents listed in Chapter III but until the beginning of the academic year (semester) and signing of a learning agreement at the latest. If in the process of assessment, it is determined that collection of the missing documents or information would take longer, it is possible to postpone the deadline for up to 3 months.

27. The assessment of an application and submitted documents:

27.1. An Assessor of Qualification reviews the received documents and verifies their compliance with the requirements specified in Chapter III within 3 working days;

27.2. If an applicant fails to submit all the required documents or it is immediately determined that additional documents are required, the applicant is notified by email. An Assessor of Qualification, who has collected good practice, advises the applicant regarding the source, submission, etc. of the required documents;

27.3. The date when all the documents required for the primary assessment are submitted is considered the beginning of the consideration of the application.

28. An initial assessment of the compliance of the applicant's qualification and learning outcomes (special requirements) with the requirements specified in the Admission Regulations:

28.1. The Regulations of Student Admission to Kaunas University of Technology are provided for the candidates to studies on the websites stojantiesiems.ktu.edu, admissions.ktu.edu and apply.ktu.edu in the Lithuanian and English languages; the Regulations of Student Admission to Doctoral Studies at Kaunas University of Technology are provided on the website ktu.edu/phd;

28.2. An assessment of special requirements for the admission to the first cycle studies is conducted by an Assessor of Qualification; to the second cycle studies – by the head of the study programme of the field; to the third cycle studies – by the representative of the Doctoral Committee of the science field;

28.3. If the applicant's qualification and/or learning outcomes meet the minimum qualification requirements for admission, the assessment of the qualification for an academic recognition begins (if the documents of an incomplete education have been submitted, the applicant is requested to submit the documents of a completed education);

28.4. If the applicant's qualification and/or learning outcomes do not meet the minimum qualification requirements for admission, the application's examination is terminated notifying the applicant about the failure to fulfil the conditions of admission by email and, if possible, suggesting another study programme (the applicant has to supplement his/her application), the bridging courses, the additional testing of knowledge, etc.

29. An assessment of qualifications is conducted applying the Assessment Methodology for Education and Qualifications Concerning Higher Education and Acquired Under the Educational Programmes of Foreign States and International Organisations and includes:

29.1. Establishment of the value of the qualification in its country of origin;

29.2. Establishment of the level of the qualification in its country of origin;

29.3. Comparison of the qualification with the most similar qualification in the Republic of Lithuania;

29.4. Establishment of the essential differences.

30. Decision-making regarding academic recognition:

30.1. An Assessor of Qualification makes the decision regarding academic recognition based on the general recommendations of the SKVC;

30.2. In case the SKVC has not provided the general recommendations regarding the recognition of foreign qualifications, the Assessor of Qualification has to apply to the SKVC by filling in a request regarding the foreign qualification. A decision regarding academic recognition is made after the receipt of the response of the SKVC;

30.3. In case the applicant submits the scanned documents. A preliminary decision regarding academic recognition is made; based on this decision, the examination of the applicant's application to studies continues or, in case of the decisions stipulated by paragraphs 31.2. – 31.4., the applicant is notified about the decision made, its reasons and the procedure for the appeals;

30.4. A final decision regarding academic recognition is made after the submission of the original documents certifying the qualification or their copies approved under the set procedure. An

obligation of their submission until the signing of the learning agreement is included in the invitation to study at the University which also indicates the responsibility of the person invited to study for the non-compliance of the non-authentic documents submitted during the admission procedure and assessment of qualifications and the final documents;

30.5. If the original documents of education or their copies approved under the set procedure do not comply with the information submitted electronically (they are not authentic, there are non-compliant learning outcomes, qualification, etc.) and contradict the decision made regarding academic recognition and/or decision regarding admission, the final decision regarding academic recognition is made based on the original documents of education or their copies approved under the set procedure and the learning agreement is not signed. The holder of the qualification has the right to appeal under the procedure specified in paragraph 33.

30.6. An Assessor of Qualification records the data on the applicant, his/her qualification and assessment process in the admission systems; when the preliminary and final decisions are made, the foreign qualification recognition log (Appendix 1) is filled in in the Document Management System.

31. The decisions of academic recognition:

31.1. To recognise a foreign qualification. In this case, approval of academic recognition is not issued to the applicant and the examination of his/her application for admission to study under the selected study programme(s) continues; the fact of recognition is recorded in the decision regarding the admission to studies at the University;

31.2. To recognise a foreign qualification and grant the holder of the qualification the right to be admitted only to the study programmes of a certain field (group of study fields) or only to a certain type of higher education institutions. The decision is presented to the applicant and he/she is offered the possibilities of studies at KTU corresponding to his/her qualification, if any;

31.3. To recognise a foreign qualification only with additional requirements (examination(s), additional courses, studies, etc.) that have to be met by the holder of the qualification. The decision and its reasons are presented to the applicant and he/she is offered the possibilities to meet the additional requirements at the University, if any. If the applicant meets the requirements specified in the decision, this fact is recorded in the University's qualification recognition log and the examination of his/her application for admission to KTU continues;

31.4. Not to recognise a foreign qualification with the possibility to recognise a part of the foreign educational programme as a part of the educational (study) programme. The negative decision and its reasons are presented to the applicant,

32. The decision regarding academic recognition specified in paragraphs 31.2. – 31.4., including their clearly stated reasons and the conditions for appeal are emailed to the applicant. At the Applicant's request, the original decision is sent by post or delivered personally.

33. Submission and examination of appeals regarding the academic recognition:

33.1. An applicant who disagrees with the University's decision regarding the academic recognition of foreign qualification can submit a request to review the foreign qualification responding to the reasons for this decision within 7 calendar days. In this case, the applicant has to submit the original documents of education or their copies approved under the set procedure. An Assessor of Qualification, in cooperation with other Assessors of Qualification, reassesses the qualification within 7 calendar days from the date of the receipt of the original documents of their approved copies and, if needed, clarifies the decision;

33.2. An applicant who disagrees with the University's decision regarding the academic recognition of foreign qualification can submit an appeal to the Appeal Board of the Recognition of Education and Qualifications Concerning Higher Education and Acquired Under the Educational Programmes of Foreign States and International Organisations assembled by the Centre for Quality Assessment in Higher Education within 14 calendar days from the receipt of the decision; the University undertakes to submit to this Board all the applicant's documents possessed by the University.

34. If the applicant's foreign qualification is recognised, the qualification's compliance with the special requirements is analysed if the information collected during the initial assessment and the assessment of qualification is insufficient and the application to study the selected study programme(s) at the University is considered. In case it is determined that the qualification does not meet the requirements stipulated by the Admission Regulations for admission to a specific study programme(-s), the applicant is notified by email and, if possible, offered a study programme corresponding to his/her qualification or the additional entrance examinations are organised.

35. An academic recognition of the qualification does not guarantee the applicant's admission to studies at the University.

36. Participation in the admission competition is conducted according to the Admission Regulations.

37. A transfer of a part of studies and marks is conducted based on the Guidelines for the Recognition of Learning Outcomes of the University (approved by the Rector's Order No. A-173 of 25 04 2017).

CHAPTER V QUALITY ASSURANCE IN DECISION-MAKING

38. To make impartial and consistent decisions, the University conducts a centralised assessment and academic recognition of foreign qualifications, if needed, consulting among the employees, with experts and the heads of study programmes of the fields, the chairmen of the doctoral committees of the science fields regarding the determination of compliance with special requirements.

39. The information about the assessment of foreign qualification, its criteria, the requirements for specific countries of origin of foreign qualifications and the academic recognition is publicly available on the website stojantiesiems.ktu.edu in the Lithuanian language and admissions.ktu.edu in the English language.

40. The recognition process is conducted consistently by applying clear and reasonable criteria.

41. An Assessor of Qualification follows the principle of impartiality and an applicant-oriented recognition.

42. An Assessor of Qualification has to be interested in the global practices of academic recognition, up-skill by participating in training, seminars and traineeships.

43. It is recommended for the same Assessor of Qualification to conduct the assessment and recognition of the qualifications of the same country.

44. The assessment is conducted based on the information provided in the primary sources, the general recommendations for recognition of foreign qualifications of the SKVC (see Appendix 2); the secondary sources if needed.

45. An Assessor of Qualification makes a decision only if he/she has a sufficient amount of information and based on official and reliable documents.

46. If an Assessor of Qualification does not have a sufficient amount of information or qualification to make a decision regarding the academic recognition in a specific case, he/she can and has to apply to the SKVC for consultation by filling in a Request regarding the foreign qualification.

47. An Assessor of Qualification provides the SKVC with the information on the decisions made regarding the academic recognition and other information, if requested (the documents which are used as the basis for decision-making) in the terms set forth by the Centre for Quality Assessment in Higher Education.

48. The International Relations Department is obliged to provide statistics, training to the University's employees who consult the candidates to studies regarding the provision of the primary information on the issues of qualification recognition.

49. The applied recognition practice is reviewed once per academic year before the beginning of a new admission, considering the collected experience, the academic results of students in connection with the decisions made regarding the academic recognition and the recommendations provided by the Centre for Quality Assessment in Higher Education.

CHAPTER V FINAL PROVISIONS

50. The International Relations Department collects an electronic database of foreign qualifications and decisions made.

51. The examples of submitted documents, including the falsified ones, are collected in the electronic files classified according to their country of origin, the value of qualification, the issue date and the decision made regarding the academic recognition of the foreign qualification.

52. The decisions regarding the academic recognition and the additional testing of knowledge made by the Assessors of Qualification and/or the facts of the interview are registered in the University's qualification recognition log which is filled in and stored in the University's Document Management System.
