

APPROVED BY  
Order No. A-126 of the Rector of  
Kaunas University of Technology  
of 6 April 2022

**GUIDELINES FOR THE ASSESSMENT AND ACADEMIC RECOGNITION OF  
EDUCATION AND QUALIFICATIONS RELATED TO 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 Related to Higher Education and Acquired Under the Educational Programmes of Foreign States and International Organisations (hereinafter – Guidelines) establish the principles and procedures for the assessment and recognition of education and qualifications related to higher education and acquired under the educational programmes of foreign countries and international organisations (hereinafter – qualification) for the entrants aiming to study at Kaunas University of Technology (hereinafter – University).

2. The Guidelines are prepared following Resolution No. 212 of the Government of the Republic of Lithuania “On Approval of the Description of the Procedure for Recognition of Education and Qualifications Related to Higher Education and Acquired Under the Educational Programmes of Foreign States and International Organisations” of 29 February 2012 and Order No. V-48 of the Director of the Centre for Quality Assessment in Higher Education (hereinafter – SKVC) “On Approval of the Assessment Methodology for Education and Qualifications Related to Higher Education and Acquired Under the Educational Programmes of Foreign States and International Organisations” of 28 May 2012.

3. A process “Conduct the assessment and academic recognition of education and qualifications related to higher education and acquired under the educational programmes of foreign states and international organisations” is prepared according to the Guidelines and provided in the Appendix to the Guidelines.

4. The University is granted the right to conduct academic recognition of prospective students' education and qualifications related to higher education acquired under the educational programmes of foreign states and international organisations by Order No. V-610 of the Minister of Education and Science of the Republic of Lithuania "On Granting the Right to Conduct Academic Recognition of Education and Qualifications Related to Higher Education and Obtained Under the

Educational Programmes of Foreign States and International Organisations to Kaunas University of Technology" of 28 July 2017.

5. An academic recognition is conducted following the documents listed in paragraph 2, the European Council and UNESCO Convention on the Recognition of Qualifications Related to Higher Education in the European Region (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, Order No. VIII-891 by the Seimas of the Republic of Lithuania “On the Ratification of the European Council and UNESCO Convention on the Recognition of Qualifications Related to Higher Education in the European Region” of 15 October 1998, the European Recognition Manual for Higher Education Institutions, the bilateral and multilateral agreements, the national legislation and the internal rules and guidelines approved by the University, other legislation and internal documentation of the University.

6. The following terms are used in the Guidelines:

**Academic recognition** – determining the academic value of a qualification, i.e. determining whether the qualification broadly meets the academic requirements for a particular qualification in Lithuania.

**Qualification of higher education** – acquired qualification certified by 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** – a qualification certified by a diploma or another appropriate document issued by any competent institution, certifying successful completion of an educational programme and entitling the holder to be considered for admission to higher education.

**Entrant** – 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 related to higher education** – a qualification/education granting access to higher education or higher education qualification.

**Foreign qualification** – a qualification/education related to 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.

7. 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 of the University.

8. Academic recognition of foreign qualifications at the University is an integral and integrated part of the admission process. The assessment and recognition of qualifications for the entrants to all the University's study programmes are conducted based on these Guidelines by the employees of the International Relations Department who have relevant qualifications and competence and are (hereinafter – **Assessors of Qualification**).

## **CHAPTER II GENERAL PRINCIPLES OF ASSESSMENT AND ACADEMIC RECOGNITION OF QUALIFICATIONS**

9. 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.

10. The procedure of assessment and transparent, clear and consistently applied criteria are published on the University's website.

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

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

13. The University's 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 in 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.

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

15. 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.

16. 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**

17. Information about the assessment procedure, criteria, list of documents required for admission and assessment of qualifications and academic recognition are published in English and Lithuanian on the sections of the University's website dedicated to admissions (admissions.ktu.edu and admissions.ktu.edu).

18. The detailed requirements for the documents of education issued in a specific foreign country are available on the websites [stojantiesiems.ktu.edu](http://stojantiesiems.ktu.edu), [admissions.ktu.edu](http://admissions.ktu.edu) and [apply.ktu.edu](http://apply.ktu.edu) (in the latter, according to the entrant's selected country of origin).

19. An entrant submits one application online (one document) for admission to studies at the University and an assessment and recognition of qualification; the entrant agrees for the University to contact the institution that has issued the documents of education or the SKVC regarding his/her qualification if needed. The entrants to the study programmes in the Lithuanian language submit their applications on [stojantiesiems.ktu.edu](http://stojantiesiems.ktu.edu) and entrants to the study programmes in the English language submit their applications on [apply.ktu.edu](http://apply.ktu.edu).

20. The information about the entrant, his/her acquired qualification, the preferred study programme(s), the competencies of the foreign languages and other competencies, the work experience.

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

21.1. 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);

21.2. 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);

21.3. In case of admission to the study programme of the second and third study cycle – a document(s) certifying the education of previous study cycles including the appendix (appendices). These documents and their translations or copies do not need to be notarised or legalised;

21.4. A document certifying the entrant's personal identity;

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

21.6. A motivation letter;

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

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

21.9. A confirmation that the information provided by the entrant is true and correct.

22. The Assessor of Qualification has the right to request the entrant to submit additional documents required for the qualified conduction of the procedures of the assessment and recognition of qualification.

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

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

23.2. The originals or their copies approved under the set procedure. Electronic documents certifying qualifications are accepted if the institution awarding and/or issuing them considers it to be official evidence of the award of the qualification or supporting information;

23.3. The documents and copies thereof approved under the established procedure have to be submitted in their original language with an official notarised translation into the English or Lithuanian languages;

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

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

25. The responsible employees provide consultations to the entrants regarding the procedures, document submission, assessment criteria by email at [academic.recognition@ktu.lt](mailto:academic.recognition@ktu.lt) and telephone +370 37 300 036.

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

27. After the receipt of the entrant'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 ASSESSMENT STAGES AND DECISION-MAKING REGARDING THE ACADEMIC RECOGNITION**

28. A recognition of foreign qualification is conducted within one month from the date of submission of all the documents listed in Chapter III of the Guidelines 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.

29. The assessment of an application and submitted documents:

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

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

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

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

30.1. The Regulations of Student Admission to Kaunas University of Technology are provided for the entrants to studies on the websites [stojantiesiems.ktu.edu](http://stojantiesiems.ktu.edu), [admissions.ktu.edu](http://admissions.ktu.edu) and [apply.ktu.edu](http://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](http://ktu.edu/phd);

30.2. An assessment of special requirements for the admission to the first cycle studies is conducted by the 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;

30.3. If the entrant'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 entrant is requested to submit the documents of a completed education);

30.4. If the entrant's qualifications and/or learning/study outcomes do not meet the minimum qualification requirements for admission, the entrant is informed by email about the non-compliance with the admission conditions. If available, the entrant is offered another study programme, bridging courses, additional studies or additional testing of knowledge, etc. In this case, the entrant has to

supplement his/her application and submit it for reassessment. If it is not possible to offer the entrant another study programme, bridging courses, additional studies or additional testing of knowledge, etc., the examination of that application is terminated.

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

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

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

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

31.4. Determination of whether the differences found between the qualification and the most similar qualification offered in the Republic of Lithuania are material considering the objective of the assessment.

32. Decision-making regarding academic recognition:

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

32.2. 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. A decision regarding academic recognition is made after the receipt of the recommendation by the SKVC;

32.3. In case the entrant submits the scanned documents. A preliminary decision regarding academic recognition is made; based on this decision, the examination of the entrant's application to studies continues or, in case of the decisions stipulated by subparagraphs 32.2–32.4 of the Guidelines, the entrant is notified about the decision made, its reasons and the procedure for the appeals;

32.4. 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;

32.5. 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 34 of the Guidelines.

32.6. An Assessor of Qualification records the data of the entrant and his/her qualifications and the assessment process in the admissions system.

33. The decisions of academic recognition:

33.1. To recognise a foreign qualification. In this case, approval of academic recognition is not issued to the entrant 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;

33.2. 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 entrant and he/she is offered the possibilities of studies at the University corresponding to his/her qualification if any;

33.3. 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 entrant and he/she is offered the possibilities to meet the additional requirements at the University if any. Once the entrant has fulfilled the requirements set out in the decision, the examination of his/her application for admission to the University continues;

33.4. 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 entrant,

34. The decision regarding academic recognition specified in subparagraphs 33.2–33.4 of the Guidelines, including their clearly stated reasons and the conditions for appeal are emailed to the entrant. At the Entrant's request, the original decision is sent by post or delivered personally.

35. If it is established that the entrant's qualification belongs to the non-formal education system, he/she may have the results of non-formal and informal learning credited in accordance with the description of the procedure for the assessment of learning achievements and recognition of competencies acquired through non-formal and informal learning, approved by the decree of the Senate of the University of Kaunas University of Technology. The entrant is informed about the decision.

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

36.1. An entrant who disagrees with the University's decision regarding the academic recognition of foreign qualification can submit an application to review the foreign qualification responding to the reasons for this decision within 7 calendar days. In this case, the entrant 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;



36.2. An entrant 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 Related to 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 entrant's documents possessed by the University.

37. If the entrant'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 entrant is notified by email and, if possible, offered a study programme corresponding to his/her qualification or the additional entrance examinations are organised. In this case, the entrant has to complete his/her application and submit it for re-evaluation.

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

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

40. A transfer of a part of studies and marks is conducted based on the Guidelines for the Recognition of Learning Outcomes approved by the order of the University's rector.

## **CHAPTER V QUALITY ASSURANCE IN DECISION-MAKING**

41. 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 (members of the faculty admission committee), the chairpersons of the doctoral committees of the science fields regarding the determination of compliance with special requirements.

42. The members of the faculty admission committee evaluate, approve and submit data on the entrants' compliance with the special requirements, the entrants' research/artistic activities based on the documents submitted and their motivation in the international student admission system.

43. 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](http://stojantiesiems.ktu.edu) in the Lithuanian language and [admissions.ktu.edu](http://admissions.ktu.edu) in the English language.

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

45. The Assessor of Qualification follows the principle of impartiality and entrant-oriented recognition.

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

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

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

49. If the 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 has to apply to the SKVC for a consultation.

50. In special cases (for example, refugees, etc.), the application for academic recognition has to be submitted under the normal procedure. The entrants may apply to the SKVC for a recommendation.

51. The International Relations Department 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 and under the procedure applied by the SKVC.

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

53. The recognition practices are periodically reviewed and, where necessary, considering the experience gained, the academic performance of the students, in relation to the decisions taken on the recognition of qualifications and the recommendations made by the SKVC.

## **CHAPTER V FINAL PROVISIONS**

54. The International Relations Department maintains an electronic database of information on foreign qualifications, collects and organises samples of education documents received and decisions taken, and the education systems of different countries. It compiles access to international networks, addresses of databases and sources providing information on the content and value of education or qualifications acquired abroad.

55. 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.

56. The Guidelines can be amended or revoked by the order of the University's rector.

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