

APPROVED by
Decree No. A-143 of the Rector of
Kaunas University of Technology
of 17 April 2023

GUIDELINES OF KAUNAS UNIVERSITY OF TECHNOLOGY FOR THE ASSESSMENT AND ACKNOWLEDGEMENT OF PROFESSIONAL COMPETENCE IN THE FIELD OF THE APPLICANTS TO THE SECOND CYCLE STUDIES

CHAPTER I GENERAL PROVISIONS

1. The Guidelines of Kaunas University of Technology for the Assessment and Acknowledgement of Professional Competence in the Field of the Applicants to the Second Cycle Studies (hereinafter – Guidelines) establish the procedures and methods for organising and conducting the assessment and acknowledgement of professional competence in the field of the applicants to the second cycle study programmes.

2. The Guidelines are prepared following the Guidelines of Kaunas University of Technology for the Assessment of Academic Achievements and Acknowledgement of Competencies Acquired via Non-Formal and Informal Learning and the Regulations for the Student Admission to Kaunas University of Technology (hereinafter – Admission Regulations) of the current year approved by the resolution of the Senate of Kaunas University of Technology (hereinafter – University).

3. The process “Organise the assessment and acknowledgement of professional competence in the field of the applicants to the second cycle studies” is prepared according to the Guidelines and provided in the Appendix to the Guidelines.

4. **Individuals who wish to study under the University’s second cycle programmes**, which provide for the option of such a procedure, who **have at least 1 or 3 years** (depending on the study programme) of **work experience** in the field of their preferred study programme can participate in the procedure for the assessment and acknowledgement of professional competence in the field (hereinafter – competence).

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5. At the University level, the assessment and acknowledgement of the applicants’ competence are administered by the Study **Processes and Admissions Office**, at the faculty level, the assessment and acknowledgement are organised by the **vice-dean for education of the faculty**. The assessment and acknowledgement of competence are conducted by the **member(s) of the admission committee** of the faculty providing the study programme the individual wishes to study (hereinafter – admission committee), in addition, the teachers of the study programme can be involved.

CHAPTER II ORGANISING AND CONDUCTING THE ASSESSMENT AND ACKNOWLEDGEMENT OF PROFESSIONAL COMPETENCE IN THE FIELD

6. The assessment and acknowledgement of the applicants’ competence is conducted within the deadlines of the admissions to the second cycle studies set out by the order of the University’s rector and cannot be postponed. The applicant has to confirm his/her request for participation in the procedure for the assessment and acknowledgement of competence **5 days before the deadline of the assessment and acknowledgement procedure set out by the order of the University’s rector at the latest**.

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7. The assessment and acknowledgement procedure consists of the **following stages**: informing, consulting the applicant, assessment and acknowledgement of competence.

8. Informing the applicant and confirming that he/she can participate in the competence assessment and acknowledgement procedure:

8.1. The applicants receive information:

8.1.1. About study programmes where competence assessment is possible - on the University's website, in the Admission Regulations and the list of study programmes;

8.1.2. About the competence assessment procedure – on the University's website, in the section for the applicants to the second cycle studies;

8.1.3. About the possibility to submit an application for the competence assessment - in the University's Master's Admissions Information System (hereinafter - MAIS), by submitting an application for participation in the competition and indicating the preferred study programme which provides for an option of the competence assessment.

8.2. An applicant who has selected his/her preferred study programme which provides for the option of assessment and acknowledgement of competence in the MAIS, **notifies the University about his/her decision to participate in the competence assessment procedure in the MAIS**, confirming that he/she has at least 1 year of work experience in the field of the study programme and wishes to participate in the competence assessment and acknowledgement procedure.

8.3. **The applicant** uploads digitised copies of the documents proving his/her work experience **to the MAIS** and describes the work experience, indicating the name of the workplace, duration of work, position(s) held and functions performed. Only work experience relevant to the field of the preferred study programme should be indicated.

8.4. **Within 1 working day, the student admissions coordinator of the Study Processes and Admissions Office (hereinafter - coordinator) verifies** the information provided by the applicant in the MAIS: the uploaded documents and the data of work experience. If the work experience is properly proven, the coordinator confirms the correctness of the documents. If the work experience is not properly proven, the coordinator notifies the applicant by email requesting to supplement or clarify the work experience information.

8.5. After the coordinator confirms the correctness of the work experience information submitted by the applicant, the **admission committee verifies** the information submitted by the applicant in the MAIS: the relevance of the work experience to the field of the study programme to be studied **within 1 working day**.

8.6. Applicants are informed by the coordinators about the general procedure for submitting the application for admission and the documents proving their work experience by email at priemimo.sistema@ktu.lt.

9. Consulting the applicant regarding the preparation for the competence assessment:

9.1. If the applicant's work experience corresponds to the field of the study programme he/she intends to study and he/she is allowed to participate in the competence assessment procedure, the admission committee notifies the applicant by email and provides a **guide for the next steps**. If the applicant is not allowed to participate in the competence assessment procedure, the admission committee notifies him/her by email.

9.2. A detailed description of the **procedure for the assessment and acknowledgement of competence** is provided to the applicant, explaining the **assessment methods** to be used and the **assessment criteria** to be followed by the admission committee.

9.3. The **date, time, duration**, location and method of organisation (in person, distance) **of the competence assessment** are specified for the applicant. Registration of applicants can be organised, allowing them to choose their preferred time of assessment.

9.4. If necessary, a **consultation** (in person or distance) can be organised for individual or group consultations of the applicants.

9.5. Applicants are **consulted** on the procedure for the assessment and acknowledgement of competence in the specific study programme by the admission committee and the head of the study programme in which the applicant wishes to study.

10. **Assessment of the applicant's competence:**

10.1. At the appointed time, depending on the method the assessment is organised, the applicant **arrives at the faculty of the University or joins remotely** using a video conferencing tool.

10.2. Before the assessment begins, the applicant **shows his/her identity document** (ID card or passport) to the admission committee.

10.3. At the beginning of the assessment, the admission committee **presents the procedure of the competence assessment**.

10.4. The admission committee has the applicant's **work experience information** uploaded to the MAIS and, if stipulated according to the assessment method used, additional experience information.

10.5. The assessment **applies a predetermined assessment method** to verify whether the applicant's competence is in line with the field of the study programme he/she intends to study.

10.6. The admission committee **completes an assessment rubric** indicating whether the applicant has demonstrated his/her competence according to the set assessment criteria.

11. **Acknowledgement of the applicant's competence:**

11.1. At the end of the assessment of the applicant's competence, the admission committee **decides** whether or not to acknowledge the applicant's competence.

11.2. On the day of the assessment, the admission committee **enters the result** of the acknowledgement of the applicant's competence – “Compliant”/ “Non-compliant” – **into the MAIS**.

11.3. On the day of the assessment, the applicant **can check** the result of the competence acknowledgement in the MAIS.

11.4. **If the applicant's competence corresponds** to the field of the study programme he/she intends to study, the applicant continues to participate in the competition for admission to that second cycle study programme. All parts of the admission application form must be completed by the applicant before the deadline for submission of the application form for admission to the second cycle studies set by the order of the University's rector.

11.5. **If the applicant's competence does not correspond** to the field of the study programme he/she intends to study, the applicant does not continue his/her participation in the competition for admission to that second cycle study programme, and the repeated assessment and acknowledgement of competence is not organised in the current year. The applicant is provided with information on the possibilities to improve competence.

CHAPTER III

ASSESSMENT METHODS FOR PROFESSIONAL COMPETENCE IN THE FIELD

12. **The assessment methods for the applicants' competence are determined and the assessment rubrics are composed** by the admission committee.

13. The assessment methods and criteria **allow to determine** whether the applicant's competence corresponds to the field of the study programme he/she intends to study and whether the applicant is adequately prepared to study under the study programme.

14. The applicant is **informed in advance** about the assessment methods and assessment criteria to be applied.

15. **Competence is assessed using two methods:**

15.1. **Optionally** one of the following methods (chosen by the admission committee):

15.1.1. **A portfolio of proof of competence (folder)**, consisting of the proof of work experience, curriculum vitae (CV), certificates, completed projects, plans, letters of recommendation from employers or colleagues, other information or documents. The package (folder) is accompanied by a description of the documents and the competence acquired. The portfolio of proof must justify the compliance of the acquired competence with the field of study programme intended to be studied;

15.1.2. **A (structured) reflection on performance** which allows the applicant to reflect on and describe the experience and competence acquired, to assess whether his/her performance has been successful, what his/her achievements are, and what results his/her performance has produced.

The reflection must justify the compliance of the acquired competence with the field of study programme intended to be studied;

15.1.3. **A test**, which is a system of standard form assignments testing the applicant's knowledge. The test is conducted in a controlled environment under the supervision of the admission committee;

15.1.4. **A problem-solving**, which is the process of understanding the problem, identifying the problem by defining it, and searching for a solution. The process requires an objective solution and response based on reasoning and practical experience, and aims to assess the applicant's ability to apply the acquired competence in specific practical situations;

15.1.5. **An oral illustrated presentation** where the applicant presents his/her experience and competence in a pre-prepared presentation, linking it to the field of the study programme. The presentation must be illustrated using visual material (usually using information and communication technologies).

15.2. **A mandatory method** is the **assessment interview**, which is a structured interview based on a pre-prepared questionnaire corresponding to the competence of the field of the study programme. During the interview, the applicant is asked the compulsory questions and may be asked clarifying questions.

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CHAPTER IV FINAL PROVISIONS

16. If an individual wishes to have his/her competence assessed for admission to more than one study programme, he/she must take part in the assessment for each study programme or study field separately (according to the decision of the admission committee).

17. The competence assessment procedure is free of charge for the applicant if he/she has applied to study under a study programme of the University and has paid the admission fee under the procedure set out by the University.

18. The applicant is entitled to appeal against procedural violations in the competence assessment and acknowledgement procedure organised at the University within the deadlines set by the order of the University's rector and published on the website.

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19. All information about an applicant participating in the competence assessment is confidential and will not be made public. The applicant's personal data are processed following the current legislation of the Republic of Lithuania on the legal protection of personal data.

20. The Guidelines are published on the University's website, in the section for the applicants to the second cycle studies.

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