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Klaipėda State University of Applied
Sciences
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**KLAIPĖDA STATE UNIVERSITY OF APPLIED SCIENCES
GUIDE TO THE RECOGNITION PROCEDURE OF EDUCATION AND
QUALIFICATIONS RELATING TO HIGHER EDUCATION OF PEOPLE APPLYING TO
KLAIPĖDA STATE UNIVERSITY OF APPLIED SCIENCES THAT WERE
OBTAINED IN ANOTHER COUNTRY AND INTERNATIONAL EDUCATIONAL
ORGANISATIONS**

**SECTION I
GENERAL PROVISIONS**

1. The Guide to the recognition process of education and qualifications related to higher education and obtained in another country and international education organisation programmes (hereinafter - Guide) is prepared based on the Republic of Lithuania's Governmental order No V-21 on 29 February 2012 "On confirming the evaluation methodology of evaluation of the Education and qualifications related to higher education that were acquired through educational programmes in foreign countries and international organisations", the Center for Quality Assessment in Higher Education (hereinafter – SKVC) director's order No V-48 on 28th May 2012 "On confirming the evaluation methodology of evaluation of the Education and qualifications related to higher education that were acquired through educational programmes in foreign countries and international organisations" and the order No V-21 of 2017 March 14th and its edit.

2. In the Guide, the main principles of evaluation and recognition of education and qualifications of people applying to Klaipėda State University of Applied Sciences (hereinafter - University) obtained in another country and international education organisations programmes.

3. Academic recognition is carried out based on the documents specified in point 1, the Convention on the Recognition of Qualifications concerning Higher Education in the European Region, that is an international convention of the Council of Europe with the UNESCO (1998, No 110-3025) (hereinafter, the Lisbon Recognition Convention), the Committee of the Lisbon Recognition Convention, ENIC/NARIC network, of European Council and other competent institutions' confirmed documents of Lisbon Recognition Convention's application and execution. International agreements by the Republic of Lithuania, the Law of the Republic of Lithuania about the Council of Europe with UNESCO qualification related to higher education, recognition in the countries of the European region qualification ratification (1998, No. 110-3022), the Manual of European recognition to higher education institution, bilateral and multilateral agreements, national legal acts, and University's legal acts as well as internal documents.

4. Definitions used in this manual:

Secondary education qualification - a diploma issued by any type of competent institution or equivalent diploma confirming the achievement of secondary education.

General requirements - conditions which are necessary to be fulfilled in all cases in order to get a right to higher education or appropriate level of it or an appropriate type of higher education qualification.

Essential difference - a difference when the foreign qualifications essentially differ from study requirements that are necessary requirements set by the Republic of Lithuania for secondary or higher education qualification in regards of content, usage, scope, learning (study) quality.

Qualification granting the right to higher education - a diploma issued by any competent institution or an equivalent document that prove the graduation of education programme and granting

the right to the holder of this qualification to be considered for admission to a higher education institution.

Applicant - the holder of foreign qualification or a person authorised by them, that submitted to the University a request to academic recognition of foreign qualification.

Special requirements - additional conditions that must be fulfilled alongside general requirements in order to be admitted to study for specific educational programme or to get the specific higher education qualification.

Higher education qualification - any degree, diploma, or certificate, issued by the competent institution proving the successful graduation of a study programme,

Foreign qualification - a qualification (education) related to higher education that is separate of the education system of the Republic of Lithuania.

Recognition - formal recognition of value of the foreign qualification by the University, in order to study.

Foreign qualification evaluation - value evaluation of foreign qualification performed by comparing the foreign qualification with the secondary education or submitted closest higher education qualification delivered in the Republic of Lithuania.

Practice of foreign qualification evaluation and recognition - it is an experience accumulated by performing the evaluation and recognition of foreign qualifications in accordance with educational specificities of various countries and encompassing all recognition procedures from small but necessary tasks, such as recognition of request submission, to foreign qualification recognition, based on previous education recognition and recommendations.

5. Academic recognition of foreign qualification and common and special requirements fulfilment specified in this manual are not equal to acceptance to the University that is regulated by Persons intending to study at the Klaipėda State University of Applied Sciences rules of foreign language study programmes (hereinafter - Admission rules) confirmed by the Director's order No. V1-023 of 15 February 2022.

6. Evaluation and recognition of applicants to all University's study programmes are performed based on this manual by University's employees that have relevant qualifications and competencies (hereinafter - Qualification evaluators).

7. Foreign qualifications the evaluations of which is not performed by the University:

7.1. Qualifications of general education that does not give the right to study in higher education institution;

7.2. Qualifications of vocational education;

7.3. Science degrees.

SECTION II BASIC PRINCIPLES OF EVALUATION AND ACADEMIC RECOGNITION OF QUALIFICATIONS

8. Evaluation of qualifications cannot be discriminated based on gender, race, language, religion, political views, nationality, ethnicity, social, and other reasons irrelevant to the essence of academic qualification.

9. One can familiarise with the process of evaluation and clear, explicit criteria applied on <https://www.kvk.lt/en/degree-studies/admission/academic-recognition/>.

10. The Guide of evaluation of applicant's submitted documents and its requirements are regularly reviewed and updated, if necessary.

11. The global variability of education traditions and systems is taken into account during the evaluation procedure of foreign qualifications

12. Similar practice of evaluation and recognition of foreign qualifications (hereinafter - practice) is applied by evaluating the individual qualification, ensuring the continuity of the practice. These practices are organised and stored in the International relations department (hereinafter - TRS);

they are taken into account when making decisions about academic recognition of foreign qualification. Any essential changes of the practice must be justified.

13. The applicant is responsible for authentic, correct, and clear information about foreign qualification submission.

14. The qualification holder must be granted same rights as in their origin country during the academic recognition of foreign qualifications unless essential differences would be established.

15. Foreign qualification is recognised as comparable to the secondary education of the Republic of Lithuania if there are no essential differences between the requirements of the country's where the qualification was acquired and of the Republic of Lithuania's general requirements.

SECTION III DOCUMENTS TO BE SUBMITTED FOR EVALUATION AND ACADEMIC RECOGNITION OF QUALIFICATIONS

16. The list of required documents for evaluation and academic recognition of qualifications can be found: <https://www.kvk.lt/lt/degree-studies/admission/>.

17. With explicit requirements applied to the documents of education of the specific foreign country can be familiarised at the website <https://www.kvk.lt/en/degree-studies/admission/academic-recognition/>, where the University's practice is stored. Specific foreign country's requirements can also be found at the SKVC website https://www.skvc.lt/default/en/60/apply/country_specific.

18. The applicant submit one request online for the admission to study at the University and for the evaluation and recognition of foreign qualification. If the study programme is in English - applications are submitted to – apply.kvk.lt and if in Lithuanian - through general admission process (more information – priemimas@kvk.lt). The applicant agrees that the University would contact the institution that issued the documents of education or to the SKVC if necessary, about their qualification.

19. The information about the applicant, their acquired qualification, desired study programme (-s), foreign language competencies, work experience must be noted in the application to study.

20. Along with the application these documents must be submitted:

20.1. A document confirming the obtained foreign qualification or equivalent documents (temporary documents of education can be submitted in the initial stage if the study process is not finished at the time of documents' submission or the document confirming qualification is not issued immediately after finishing the studies);

20.2. Annex (annexes) to the document confirming the obtained qualification in another country or other equivalent documents (logins from electronic examination systems can be submitted in the initial stage if the annex (annexes) to the document confirming the acquired qualification in the foreign country are not issued at the time of submission);

20.3. The document confirming the applicant's identity;

20.4. A document confirming the name and/or surname change if the documents of education were issued in a different name and/or surname;

20.5. Other documents (if there are such) necessary for objective evaluation of qualification, confirming other education acquired by the applicant, explaining the acquired qualification or submitted documents of education;

20.6. Depending on the study programme of the applicant, additional documents might need to be submitted (for example, a certificate confirming the English proficiency), however, they are not directly related with the evaluation and recognition of the qualification.

21. The evaluator of the qualification has the right to ask additional documents from the applicant that are necessary to adequately perform evaluation and recognition procedures.

22. Requirements for documents (for the final decision of academic recognition):

22.1. Documents must be official, i.e issued by the competent and authorised institutions and/or persons;

- 22.2. Originals of documents or the true copies confirmed by the specified procedure;
- 22.3. Documents must be submitted in the original language with the official translation to English or Lithuanian approved by the notary if the original language is other than English, Lithuanian, or Russian;
- 22.4. Evaluator of qualification has the right to request to legalise the documents.
23. An application and documents for recognition of qualification are submitted for free if the applicant wants to be admitted to education programmes at the nearest stage of admissions.
24. Responsible employees consult applicant about procedures, submission of documents, evaluation criteria by email admissions@kvk.lt, phone +37065967260.
25. Dates for submissions of applications are connected with dates of admissions specified in the admission rules.
26. After receiving the application with the submitted documents, the automatized notice about the submission of the application and further process of the application evaluation is sent out.

SECTION IV

STAGES OF EVALUATION AND DECISION MAKING OF ACADEMIC RECOGNITION

27. Recognition of foreign qualification is delivered within one month from the day of submission of all documents specified in the section III, but no later than the start of academic year (semester) and the signing of the contract of studies. If during the evaluation it is set that acquiring the necessary documents and information would take more time, the date can be postponed up to 3 months.
28. Evaluation of the application and submitted documents:
- 28.1. The evaluator of qualification examines the submitted documents within 5 working days and check their conformity with the requirements set in the section III;
- 28.2. If the applicant does not submit all necessary documents or it is immediately set that there is a need for additional documents, the applicant is notified about that by email. The evaluator of qualification consults the applicant about the source, submission of required documents, and et al.;
- 28.3. The start date of application evaluation is when all required documents for initial evaluation is submitted.
29. Initial evaluation of the applicant's qualification and study results (special requirements) equivalence to the requirement specified in the admission rules:
- 29.1. Admission rules to University's foreign language study programmes are on website: www.kvk.lt in Lithuanian and English;
- 29.2. Evaluation of special requirements for University's studies is performed by the evaluator of qualification and (or) the lecturer of the specified education programme designated by the faculty;
- 29.3. If the applicant's qualification and/or study results are comparable to general admission qualifying requirements, the evaluation of qualification recognition process begins (if the unfinished education documents are submitted, documents of the finished education is asked to be submitted);
- 29.4. If the applicant's qualification and (or) study results are not comparable to general admission qualifying requirements, the evaluation of the application is terminated, by informing the applicant through email about non fulfilment of admission qualifying requirements and, given the opportunity, by offering a different study programme (the applicant need to update their request), an additional testing of knowledge, etc.
30. Evaluation of qualification is carried out by applying the order of SKVC director 2012 May 28th No V-48 "On confirming the evaluation methodology of recognition of the education and qualifications related to higher education that were acquired through educational programmes in foreign countries and international organisations" and includes:
- 30.1. The determination of value of the qualification, considering academic and professional rights the qualification grants to its holder in the origin country;

- 30.2. The determination of qualification's level at its origin country;
- 30.3. The comparability of the qualification with the relevant qualification in the Republic of Lithuania;
- 30.4. The determination of essential differences.
31. The making of decisions on academic recognition;
 - 31.1. The decision on academic recognition is made by the evaluator of qualification, based on the general SKVC recommendations;
 - 31.2. If the SKVC did not supply general requirements for recognition of foreign qualifications, the evaluator of qualification needs to contact the SKVC by filling out the request about the qualification of the foreign country. The decision about academic recognition is made after receiving the SKVC reply;
 - 31.3. If the applicant submits scanned document, the preliminary decision about academic recognition is made, based on this decision, the application to study is further evaluated, or in case of decisions Specified in the 32.2.- 32.4 points, the applicant is notified about the decision made, its motives, and the process for complaints;
 - 31.4. The final decision on academic recognition is made after submission of original documents confirming the qualification or true copies confirmed by the specified process. The commitment to submit before study contract's signing is included in an invitation to study at the University it is also specified the applicant's liability over submitting inauthentic documents during the application and the evaluation of qualifications and graduating documents submission processes;
 - 31.5. If the education documents' originals or their copies confirmed through the specified process do not correspond to information submitted electronically (they are not authentic, does not correlate with study results, qualification etc.) with based on which the preliminary decision on academic recognition was made and (or) decision for admission, final decision on academic recognition are made based on originals of education documents or based on true copies confirmed by the specified process, and thus, the study contract is not signed. The holder of foreign qualification has the right to appeal through the process specified in the point 33.
 - 31.6. The evaluator of qualification records data about the applicant, their qualification and evaluation process in the admission system; When the preliminary and final decisions are made, TRS relevant employee fills out the decision on recognition of foreign qualification.
32. Decisions of academic recognition:
 - 32.1. Recognise the foreign qualification. In such case the decision of academic recognition delivered and the evaluation of the application to study the specified study programme(-s) is continued; the fact of recognition is recorded in the decision about the admission to study at the University;
 - 32.2. Recognise foreign qualification and allow the holder of qualification to be admitted only to certain range (group of study range) study programmes or to specific type of institutions of higher education. A decision is submitted to the applicant and similar education programmes, corresponding to their qualifications are offered at the University, if there are any;
 - 32.3. Foreign qualification can be recognised only with additional requirements (exam(-s), additional courses, studies, etc.) that the qualification's holder must have. The decision and its motives to the applicant is given and the opportunities at the University to fulfil additional requirements, if there are any are offered. If the applicant fulfils the requirements set out in the decision, this fact is recorded in the University's recognition of qualification registry and their application to study at the University is continued;
 - 32.4. Not recognise the foreign qualification. Negative decision and its motives are submitted to the applicant.
33. The decision on the academic recognition based on points 32.2 - 32.4. is sent by email, with clear reasons of the decision and conditions of an appeal. Upon the applicant's request the decision's original is sent out by post or delivered in person.
34. Submission and examination of appeals over academic recognition:

34.1. The applicant who does not agree with the University's decision about the foreign qualification's academic recognition, can submit a request to review the foreign qualification within 7 calendar days, by specifying the decision's motives. In this case, the applicant has to submit originals of the education documents. The evaluator of qualification by collaborating with other qualification evaluators within 7 calendar days from the date of original documents' reception, newly evaluate the qualification, and if necessary, clarifies the decision;

34.2. The applicant disagreeing with the University's decision on academic recognition of foreign qualification can submit the appeal to the "Appeal commission of the recognition of the education and qualifications acquired in foreign countries and international education organisation programmes" at the SKVC within 14 calendar days from the decision receipt; the University commits to submit all documents of the applicant to this commission that the University has.

35. After recognising applicant's foreign qualification, the qualification compliance with the special requirements is analysed, while the information submitted during the initial evaluation and qualification and the application to study chosen study programme(-s) at the University is analysed. After determining that the qualification does not comply with the requirements set out in the Admission Rules of the specific study programme(-s), the applicant is informed by email and, given the opportunity, a relevant study programme is offered, additional evaluation of knowledge is organised:

35.1. Additional evaluation of knowledge is performed by the lecturer of special subjects designated by the faculty of the chosen study stream, who has no less than 3 years of work experience and at least B2 level English proficiency.

35.2. Duration of additional evaluation of knowledge - at least 2 academic hours.

35.3. Evaluation of knowledge is performed in the most accessible way - remote or in person test of knowledge.

35.4. Additional evaluation of knowledge findings is submitted to the evaluator of qualification and (or) person carrying out the admissions.

36. Academic recognition of qualification does not guarantee applicant's admission to study at the University.

37. The admission is organised based on the Admission Rules.

38. Partial transfer of study results and achievements is carried out in accordance to the University's process guide to the inclusion of partial transfer results.

SECTION V QUALITY ASSURANCE OF DECISION MAKING

39. The University, in order to make objective and consistent decisions, perform centralised evaluation and academic recognition of foreign qualifications, and if needed consults with experts and the deans of study programmes about the compliance with special requirements.

40. The information about the evaluation of foreign qualification, its criteria, requirements for specific countries of foreign qualifications and academic recognition are publicly shared in English at the University's website <https://www.kvk.lt/en/degree-studies/admission/academic-recognition/>

41. The recognition process is performed consistently, applying clear and justified criteria.

42. The evaluator of qualification works by the principle of objectivity and candidate focused recognition.

43. The evaluator of qualification has to have interest in global academic evaluation and recognition practice, improve their skills through training, seminars, and traineeships.

44. The evaluation and recognition of qualifications from the same country is recommended to be performed by the same evaluator of qualification.

45. The evaluation is performed based on the information in the direct sources, general recommendations of the SKVC about recognition of foreign qualifications, if the necessary on indirect sources too.

46. The evaluator of qualification makes the decision only by having enough information and based on official and reliable documents.

47. If the Evaluator of qualification does not have enough information or qualification to make the decision on academic recognition in the specific case, they could and should ask for consultation to the SKVC, by filling out the request about the foreign qualification.

48. The evaluator of qualification submits information to the SKVC about the decisions made on the academic recognition and other information, upon request (documents, based on which the decision is made) within the time limits specified by the SKVC.

49. The applied practice is reviewed once every academic year before the start of the new admission process, based on the accumulated experience, academic results of students relating to the decisions made about the academic recognition and based on the SKVC recommendations.

SECTION VI FINAL PROVISIONS

50. TRS collects electronic database of foreign qualifications and decisions made about them.

51. The examples of submitted documents, including the falsified ones, are stored in the online storage (University's One Drive), classified by their origin country, value of qualification, date of issuance, and decision on the academic recognition of the foreign qualification made.

52. Decisions made by the Evaluators of qualification on the academic recognition and additional evaluation of knowledge and (or) facts of the interview are registered in the University's registry of qualification recognition which is updated and stored at the University's data management system.