

APPROVED

by Resolution of KUAS Academic Council
No. (2.2.)-3-42 as of 15 November, 2021

**PROCEDURE FOR THE ASSESSMENT AND RECOGNITION OF COMPETENCES
ACQUIRED IN A NON-FORMAL AND SELF-STUDY WAY AS LEARNING
ACHIEVEMENTS AT KAUNAS UNIVERSITY OF APPLIED SCIENCES**

**CHAPTER I
GENERAL PROVISIONS**

1. The *Procedure for the Assessment and Recognition of Competences Acquired in a Non-formal and Self-study Way as Learning Achievements at Kaunas University of Applied Sciences* (hereinafter referred to as the Procedure) establishes the organisation of the process of assessment and recognition of competences acquired in a non-formal and self-study way as learning achievements at Kaunas University of Applied Sciences (hereinafter referred to as KUAS). This Procedure has been developed in accordance with the Law on Science and Studies of the Republic of Lithuania No. XI-242, adopted by the Seimas of the Republic of Lithuania on 30 April 2009 (consolidated version as of 1 July 2021), the Law on Education of the Republic of Lithuania No. I-1489, adopted by the Supreme Council of the Republic of Lithuania – the Reconstituent Seimas of the Republic of Lithuania on 25 June 1991 (consolidated version as of 01-09-2021), the General Principles for the Assessment and Recognition of Competencies Related to Higher Education Acquired through Non-formal or Self-Education, approved by the Order of the Minister of Education and Science of the Republic of Lithuania No. V-289 as of 24 April 2017, the Study Procedure of Kaunas University of Applied Sciences, and KUAS Code of Academic Ethics.

2. Key concepts used in the Procedure:

2.1. Non-formal education refers to education according to various programmes for satisfying educational needs, improving qualifications and acquiring additional competences, other than formal education.

2.2. Self-study refers to independent learning based on a person's knowledge from a variety of sources and his/her practical experience.

2.3. Candidate is a person who wishes to have his/her competences, acquired in a non-formal and self-study way, to be assessed and recognised as learning achievements.

2.4. Consultant is a person who advises the candidate on how to prepare for the assessment.

2.5. Competence refers to the ability to perform an activity on the basis of acquired knowledge, skills, abilities and values.

2.6. Knowledge refers to the data, facts and information that can be transferred to others in various forms; it is the totality of human understanding based on personal experience and thinking.

2.7. Ability is the performance of certain intellectual and/or physical activities in a specific field of activity.

2.8. Assessor is a person who assesses the candidate's achievements and determines the correspondence of his/her competences to the learning achievements.

2.9. Assessment Committee refers to a group of assessors who analyse the content of the documents submitted by the candidate and make a decision on the recognition of the competences acquired in a non-formal and self-study way as learning achievements.

2.10. Assessment of competences acquired in a non-formal and self-study way means the analysis of evidence provided by a person of his/her acquired competences and the determination of the degree of correspondence between the competences acquired by the person and the relevant learning achievements set out in the study programme, as well as the scope of such correspondence, using a variety of assessment methods.

2.11. Recognition of competences acquired in a non-formal and self-study way means the recognition of the results of the assessment of competences acquired in a non-formal and self-study way as learning achievements by formalising them.

2.12. Interview is a universal method of assessing learning achievements, which allows obtaining information on various aspects of learning, indirect motives, experiences, subjective views towards professional and/or life phenomena, etc. The essence of this method is to use questioning techniques and dialogue skills to reveal the evidence of the candidate's competences.

2.13. Competence portfolio is a set of documents that has been purposefully compiled. It may include certificates of non-formal learning, samples of the candidate's works, projects, works of art, references from the employer, colleagues, customer reviews, job descriptions, copies of employment contracts, photographs, etc.

2.14. Test is a set of questions and/or tasks prepared in accordance with established rules and designed to assess the person's competences, as well as to identify his/her values.

2.15. Workplace performance assessment means practical testing in the workplace or in the assessing institution with an environment close to the workplace, to determine whether the candidate has the competences required for the chosen occupation that he/she is seeking to have recognised as learning achievements.

2.16. Observation refers to an assessment method that involves observing the candidate's performance while performing a task; it is used during the candidate's interview and demonstration of practical skills.

2.17. Self-assessment is the analysis of one's own learning, professional and social activities, carried out either independently or with the help of a teacher, counsellor or assessor.

2.18. Learning achievements are statements that refer to what a student knows, understands and is able to do at the end of the learning or study process and are defined in terms of knowledge, skills and competences.

2.19. Reflection is a process of reasoning that encourages a person to develop a better understand, express his/her feelings, integrate theoretical knowledge and his/her own experience, which leads to a better use of his/her knowledge as a professional.

3. The purpose of the recognition of competences acquired in a non-formal and self-study way as learning achievements is to assess the candidate's competences and to recognise or not recognise them as learning achievements.

4. When assessing and recognising the competences acquired by an individual as learning achievements, KUAS shall be guided by the following general principles: accessibility, flexibility, transparency and objectivity, comparability, and voluntariness.

5. This Procedure shall apply to:

5.1. Persons studying under a formal collegial study programme and seeking the assessment and formalisation of competences acquired in a non-formal and self-study way.

5.2. Persons who are not studying under a formal collegial study programme, but wish to have their competences, acquired in a non-formal and self-study way, to be assessed and formalised.

CHAPTER II

ELIGIBILITY FOR THE ASSESSMENT AND RECOGNITION OF COMPETENCES ACQUIRED IN A NON-FORMAL AND SELF-STUDY WAY AS LEARNING ACHIEVEMENTS

6. KUAS assesses competences acquired in a variety of settings: at work, through training, participation in various organisations and groups, volunteering, community service, by studying at institutions of non-formal education, by self-study or independently, or in any other way, which can be justified and verified as equivalent to the learning achievements of the modules/courses.

7. Evidence of competences acquired in a non-formal and self-study way can include:

7.1. copies of documents prepared by the candidate (reports, memos, etc.);

7.2. video material (of works, events, etc.);

7.3. photographs (of works, events, etc.);

7.4. feedback on the candidate's activity received from clients, customers;

7.5. employer's assessments and recommendations;

7.6. letters of appreciation, award certificates;

7.7. documents confirming participation in professional competitions;

7.8. certificates confirming participation in seminars and other non-formal education events.

8. The following persons with at least secondary education can be eligible for the assessment and recognition of competences acquired in a non-formal and self-study way as learning achievements:

8.1. Persons who are employed but do not have the degree of higher education in the field of their current work.

8.2. Persons with the degree of higher education but who do not work according to their qualification.

8.3. Persons who intend to resume previously interrupted collegial or university studies.

CHAPTER III

ORGANISING THE PROCESS OF THE ASSESSMENT AND RECOGNITION OF COMPETENCES ACQUIRED IN A NON-FORMAL AND SELF-STUDY WAY AS LEARNING ACHIEVEMENTS

9. The assessment and recognition of competences acquired in a non-formal and self-study way as learning achievements in academic divisions is coordinated by the Head of the Department / Academy / Centre / Division.

10. The process of the assessment and recognition of competences acquired in a non-formal and self-study way is carried out in the following stages: informing, consulting, assessing and decision-making.

11. Informing: The Head of the Department / Academy / Centre / Division informs the candidate about the principles of assessment, the procedure, the conditions of the assessment, possible results of the assessment, and study opportunities appropriate to individual needs. The person makes a decision to participate in the process of assessment and recognition of acquired competences.

12. Consulting:

12.1. Consulting and acceptance of documents is carried out by the Head of the Department / Academy / Centre / Division.

12.2. The candidate fills in the request form (Annex 1) and pays the established registration fee. The amount of the fee is regulated by the *Procedure of Payment for Studies and Services Related to Studies, its Reimbursement and Debt Collection at KUAS*.

12.3. The Head of the Department / Academy / Centre / Division advises the candidate on the assessment procedure, the criteria and methods of assessment, the preparation of the portfolio of acquired competences, the way of delivery of the information on the acquired competences, and the preparation for the assessment by other methods, e.g., interviews, tests, etc.

12.4. The candidate submits the following documents to the Head of the Department / Academy / Centre / Division:

12.4.1. Documents proving secondary or other education (certificate, diploma).

12.4.2. Evidence of competences acquired in a non-formal and self-study way: certificates, feedback from employers, clients, colleagues, references, evidence of performance, etc.

12.5. For the assessment and recognition of competences acquired in a non-formal and self-study way, the Assessment Committee shall be set up on the proposal of the Head of the Department / Academy / Centre / Division and shall be approved by order of the Director. The Assessment Committee shall be composed of at least 3 members: the head, the member of the teaching staff and the representative of stakeholders of the Department / Academy / Centre / Division where the study programme is implemented.

12.6. Within 10 days, the Assessment Committee reviews the content of the submitted documents, draws up a list of competences to be assessed and recognised (Annex 2), and determine the time period for the assessment and recognition.

12.7. The Head of the Department / Academy / Centre / Division, on the basis of the submitted documents, taking into account the volume of study courses (modules) in credits that can be recognised and the duration of the assessment procedure, determines the assessment and documentation fee in accordance with the *Procedure of Payment for Studies and Services Related to Studies, its Reimbursement and Debt Collection at KUAS* and prepares a draft agreement on the assessment and recognition of competences acquired in a non-formal and self-study way. The form of the agreement on the assessment and recognition of competences acquired in a non-formal and self-study way is approved by the order of KUAS Director.

13. The assessment of competences acquired in a non-formal and self-study way:

13.1. The assessment and recognition of competences acquired in a non-formal and self-study way commences when the candidate signs the agreement for the assessment of competences acquired in a non-formal and self-study way and pays the assessment and documentation fee.

13.2. The Assessment Committee decides on the methods to be used for the assessment of competences in a non-formal and self-study way and subsequently informs the candidate thereof.

13.3. Assessment methods used to assess competences may include interview, review and assessment of documents of the learning (competence) achievement portfolio, testing, observation and assessment of workplace activities, self-assessment through reflection, and any other methods of assessment suggested by the Assessment Committee.

13.4. The Assessment Committee carries out the assessment and documentation of learning achievements acquired in a non-formal and self-study way (Annex 3).

13.5. In the event of a lack of information, the candidate is given the opportunity to provide additional evidence of the competences acquired within a specified period of time and/or the competences of the person are assessed by additional methods.

13.6. Within 10 working days of the last assessment of the candidate's competences, the Assessment Committee prepares a final assessment report (Annex 4), in which it draws the conclusion as to whether or not to recognise the competences acquired in a non-formal and self-study way as learning achievements. In the case of recognition, the competences shall be evaluated by the final grade (score) of the course / module of study in a ten-point evaluation system. The decision taken by the Assessment Committee on the assessment of the candidate's competences and the recognition of the learning achievements of the course / module shall be recorded in the Committee minutes, which shall be supplemented by the final assessment report.

13.7. The Head of the Department / Academy / Centre / Division informs the candidate about the decision of the Assessment Committee and the results of the assessment.

13.8. In the absence of evidence or in the event that the competences acquired by the candidate are found to be inconsistent with the learning achievements set out in the study programme, the competences acquired by the candidate shall not be recognised. The Head of the Department / Academy / Centre / Division shall provide the candidate with information on the possibilities for improving the competences.

14. The recognition of competences acquired in a non-formal and self-study way as learning achievements:

14.1. Competences acquired in a non-formal and self-study way may be recognised as learning achievements up to a maximum of 75 per cent of the intended study programme.

14.2. Competences acquired in a non-formal and self-study way shall not be recognised as learning achievements of the final thesis and/or final examination.

14.3. The Head of the Department / Academy / Centre / Division after receiving the report of the Assessment Committee prepares the documents for the assessment and recognition of the competences acquired in a non-formal and self-study way as learning achievements (the transcript of credited records or the certificate of learning achievements).

14.4. The candidate is issued with a certificate (Annex 5).

14.5. If the candidate seeks to acquire the qualification of higher education, admission to KUAS shall be carried out in accordance with the *Procedure of Students' Admission to KUAS*, study courses (modules) and the corresponding number of study credits shall be credited as a part of the intended study programme, and the transcript of credited records of study achievement shall be prepared.

14.6. The documents on the assessment and recognition of competences acquired in a non-formal and self-study way shall be kept at the Department / Academy / Centre / Division for 3 years.

CHAPTER IV FINAL PROVISIONS

15. If the candidate disagrees with the decision of the Assessment Committee, he/she shall have the right to submit the following, within 3 working days from the date of the notification of the decision:

15.1. The appeal to KUAS Director.

15.2. The Director shall set up the Board of Appeals consisting of 3 members to handle appeals concerning the assessment and recognition of competences acquired in a non-formal and self-study way as learning achievements. The Board of Appeals shall consist of one study programme lecturer appointed by the Director, one representative of the Students' Representative Council and one assessor proposed by Quality Management Unit of KUAS.

15.3. The Board of Appeals shall consider the appeal received within 10 working days and provide a written response to the appellant.

16. This Procedure shall be approved, amended or repealed by the resolution of the Academic Council.

17. This Procedure shall enter into force on the day following its publication on internal information system of KUAS.

Related documents:

1. *Procedure of Payment for Studies and Services Related to Studies, its Reimbursement and Debt Collection at KUAS*, approved by Order of the Director No. 1-203 of 17 May 2019.

2. *Procedure for Crediting Learning Achievements at KUAS*, approved by Resolution of the Academic Council No. (2.2.)-3-21 of 31 October 2017.

(name, surname)

(address, tel. no., email address)

To the Director of Kaunas University of Applied Sciences

REQUEST

ON THE ASSESSMENT AND RECOGNITION OF COMPETENCES ACQUIRED IN A NON-FORMAL AND SELF-STUDY WAY AS LEARNING ACHIEVEMENTS AT KUAS

(date)

I hereby request to assess and recognise the competences acquired in a non-formal and self-study way as learning achievements.

(Study programme / course (module) intended for the recognition of the learning achievements)

Education*	
Date of graduation	
Qualification	
Name and type of educational institution	
Work experience *	
Date (time period)	
Profession or position	
Main activities and responsibilities	
Name and address of workplace	
Field of work or branch of the economy	
Currently employed/not employed	

* Fill in all the information relevant to the recognition of learning achievements

Candidate

(signature)

(name, surname)

LIST OF COMPETENCES TO BE ASSESSED

Candidate _____

Assessment Committee _____

No.	Knowledge, abilities (compared with learning achievements)	Suggested assessment methods	Credited course (module)	Credit no.

Estimated time period for the assessment and recognition of competences acquired in a non-formal and self-study way as learning achievements _____

Candidate

(signature)

(name, surname)

Assessment Committee

(signature)

(name, surname)

(signature)

(name, surname)

(signature)

(name, surname)

PROTOCOL FORM FOR PROFESSIONAL INTERVIEW

Candidate

**Title of the course
(module), credits**

Date

Topics for professional interview	Conclusions
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
Questions	Conclusions

Final conclusion:

Candidate

_____ (signature) _____ (name, surname)

Assessor

_____ (signature) _____ (name, surname)

FINAL REPORT

Candidate _____

Date _____

Course (module)	Assessment methods	Assessment results, cumulative assessments	Conclusion of the assessment, final assessment	Assessor's signature
1.	1.			
	2.			
	3.			
2.	1.			
	2.			
	3.			
3.	1.			
	2.			
	3.			
4.	1.			
	2.			
	3.			
5.	1.			
	2.			
	3.			
6.	1.			
	2.			
	3.			
7.	1.			
	2.			
	3.			

Final decision of the Assessment Committee:

Candidate

(signature)

(name, surname)

Assessment Committee

(signature)

(name, surname)

(signature)

(name, surname)

(signature)

(name, surname)



Public institution, Pramonės ave. 20, 50468 Kaunas, tel. (8 37) 352 324, email rastine@kauko.lt, website <http://www.kauko.lt>.
Data collected and stored in the Register of Legal Entities, code 111965284, VAT payer code LTLT119652811

CERTIFICATE No. PS-XXX

NAME SURNAME personal number XXXXXXXXXXXX

In the year of _____ KUAS Faculty / Division of _____
carried out the assessment and recognition of competences acquired in a non-formal and self-study
way.

(study programme, programme code, mode of study)

Recognised learning achievements:

No.	Title of the course (module)	Number of credits	Evaluation

Head of the Department of Studies and Applied Research

Name Surname

Issued on _____

Registration No. XXX